

## CHAPTER 201

### GENERAL CARGO MOVEMENT PROVISIONS

#### A. PURPOSE

1. This regulation prescribes policies and procedures and assigns responsibilities for performing traffic management functions initiated or sponsored by Department of Defense (DOD) activities, to include the transportation and movement of materiel.
2. It also prescribes standard data elements, codes, formats, documents, forms, rules, methods, and procedures required by DOD Components, other United States (US) Government Agencies/civil authorities, and users of the Canada-United States Integrated Lines of Communication in the transportation and movement of materiel to, within, and outside the Defense Transportation System (DTS).
3. Defense Transportation Regulation (DTR) procedures apply to the Army, Navy, Air Force, Marine Corps, Defense Logistics Agency (DLA), Defense Contract Management Agency (DCMA), Coast Guard, General Services Administration (GSA), United States Transportation Command (USTRANSCOM) and its Transportation Component Commands (TCCs), and other activities/Agencies using the DTS. In some cases, when moving materiel by commercial carriers, only selected procedures and data elements are used.
4. There are no exclusions from these data/documentation requirements for shipments entering the DTS. Service or Agency regulations cover some shipments that might logically fit the description of movement in the DTS. Those DTS-like shipments not covered by the DTR are:
  - a. Coal and petroleum products shipped in bulk.
  - b. Annual resupply projects not entering the DTS.

#### B. POLICY

1. This regulation governs the exchange of logistics data between the Services and Agencies and the routing of DOD-initiated or DOD-sponsored cargo shipments worldwide by commercial rail, motor, air, freight forwarder, pipeline, intermodal (including inland waterway, intra-coastal, inter-coastal, ocean), and military transportation, with the exception of mobility movements outlined in this Regulation, Part III, Mobility. This regulation outlines authority assigned to the USTRANSCOM, TCCs, Unified Commanders (CDRs), (Unified CDRs, Theater CDRs, and Combatant CDRs are synonymous) and Transportation Officers (TOs) in regard to providing transportation services.
2. USTRANSCOM, in conjunction with the Services and theater CDRs, provides technical direction and supervision over all traffic management functions incident to DOD passenger, cargo, mobility, and personal property movements and customs activities within the DTS during peace and time of war.
3. DOD activities are required to use the DTS services outlined in this regulation except when they are Service-unique or theater-assigned assets. Required DTS services, for the purpose of this regulation, include all services provided by TCCs and other agencies on their behalf.
  - a. Deviations or exemptions will not be approved unless the user establishes that the DTR does not provide workable methods or procedures. The DTR accommodates technological improvements; however, prior to tests of innovative procedures within selected segments of the DTS, the DTR Administration Office and all Agencies concerned will be advised. DTR users involved in the development of advanced logistics systems will establish liaison with

the DOD DTR System Administrator. In addition, Service, theater commands, and Agency mobility plans will recognize DTR documentation requirements.

- b. Maximum use is made of Automated Information Systems (AIS), Defense Switched Network (DSN), Electronic Data Interchange (EDI), Electronic Mail (e-mail), facsimile (FAX), Worldwide Web (WWW), Defense Message System, Automatic identification Technology (AIT), and the Defense Data Network (DDN) to speed the exchange of DTR data. Services, Agencies, and theater commands establish communications methods for clearance authorities, terminals, and related activities requiring DTR data.
- c. DTR documents are not classified unless the sponsoring Service assigns a security classification in accordance with (IAW) DOD 5200.1-R, Information Security Program. GSA assigns a security classification IAW Office of the Administrator Publication 1025.2, Information Security. When so classified, the integrity of the classification is protected within the DTS. Classified cargo will be moved IAW procedures in Chapter 205.

### **C. INDIVIDUAL MISSIONS, ROLES, AND RESPONSIBILITIES**

- 1. The Assistant Deputy Under Secretary of Defense (Transportation Policy) (ADUSD(TP)) will:
  - a. Establish transportation and traffic management policy and oversee implementation of policy for effective and efficient use of DOD and commercial transportation resources.
  - b. Chair the DOD Transportation Policy Council, which provides a forum for coordinated review of DOD transportation policies, systems, and programs.
- 2. Service Secretaries will:
  - a. Assign their transportation commands (Military Traffic Management Command (MTMC) of the Department of the Army, Military Sealift Command (MSC) of the Department of the Navy, and Air Mobility Command (AMC) of the Department of the Air Force) in times of peace and war to USTRANSCOM as TCCs under USTRANSCOM's Combatant Command (COCOM).
  - b. Assign common-user transportation assets of the military departments to the USTRANSCOM COCOM, except for those Service-unique or theater-assigned transportation assets.
  - c. Program, budget, organize, train, and equip forces for assignment to USTRANSCOM.
  - d. Resource and manage their transportation programs, which include base/installation transportation operations, and issue applicable supplemental policy, procedures, and traffic management guidance in support of those operations.
- 3. The Chairman of the Joint Chiefs of Staff (CJCS) will:
  - a. Staff and submit to the Secretary of Defense (SECDEF), through the Deputy Under Secretary of Defense (Logistics and Material Readiness), USTRANSCOM, and other officials, for approval:
    - (1) Changes to procedures for submission of transportation movement requirements to USTRANSCOM.
    - (2) Changes to the transportation movement priority system to ensure its responsiveness to the CDRs requiring transportation services.
  - b. Recommend forces for assignment to USTRANSCOM to the SECDEF for approval, IAW 10 United States Code (U.S.C.), § 162, Combatant Commands: Assigned Forces; Chain of Command.

4. Service or Agency Headquarters (HQ) transportation staffs will:
  - a. Provide technical direction, management, and evaluation of the cargo traffic management aspects of the DOD transportation movement program, subject to the overall guidance, policies, and programs established by their Service or Agency and USTRANSCOM.
  - b. Ensure efficient, responsive, and quality transportation services and compliance with governing laws, directives, and regulations.
  - c. Direct development and implementation of DOD, Service, or Agency transportation policies, procedures, and programs.
5. USTRANSCOM will:
  - a. Exercise COCOM of MTMC, MSC, and AMC in times of peace and war.
  - b. Exercise COCOM of all assigned transportation assets of the military departments except for Service-unique or theater-assigned transportation assets, i.e., C-130 aircraft, port handling equipment, and other transportation assets.
  - c. Provide management support for Service-unique or theater-assigned transportation assets when agreed by USTRANSCOM and a Service Secretary or a CDR of a unified command, or when so directed by the SECDEF.
  - d. Submit to the SECDEF, through the CJCS, the Deputy Under Secretary of Defense (Logistics and Material Readiness), and such other officials, for approval any changes to transportation, fiscal, procurement, or other DOD policies to implement this regulation.
  - e. Establish and maintain relationships between the DOD and the commercial transportation industry to develop concepts, requirements, and procedures for the Civil Reserve Air Fleet (CRAF), and the Voluntary Intermodal Sealift Agreement (VISA). Any procedures so developed will take effect upon approval by the SECDEF.
  - f. Ensure that transportation policy, procedures, and data requirements are fully integrated with overall DOD logistics interfaces.
  - g. Provide air, land, and sea transportation in peace and war as the DOD single manager for transportation other than Service-unique or theater-assigned transportation assets. USTRANSCOM will align traffic management and transportation single manager responsibilities to achieve optimum responsiveness, effectiveness, and economy in times of peace and war and will perform such additional functions as outlined below:
    - (1) Exercise COCOM of all assigned forces, to include organizing and employing forces to carry out assigned missions and providing forces in support of other unified commands. USTRANSCOM will exercise COCOM through the TCCs. USTRANSCOM will direct AMC, MSC, and MTMC to perform missions and related responsibilities as noted in Paragraphs C.8, C.9, C.10, and C.11 of this Chapter or as may be necessary to carry out USTRANSCOM-assigned missions.
    - (2) Apply apportioned/allocated strategic mobility resources as directed by the SECDEF.
    - (3) Prescribe procedures for the submission of transportation requirements by the DOD Components to USTRANSCOM.
    - (4) Provide management support for Service-unique or theater-assigned transportation assets, to include pre-positioned ships, to the secretaries of the military departments and the CDRs of unified commands at the direction of the SECDEF, or upon request of the Service Secretary or CDR concerned.

- (5) Develop, prioritize, and make recommendations through the Joint Chiefs of Staff (JCS) to the secretaries of the military departments and the Deputy Under Secretary of Defense (Logistics and Material Readiness) on the capability, capacity, characteristics, design, and other requirements for mobility assets needed to execute DOD common-user transportation and strategic mobility objectives. Identify and support programming requirements, along with capital investment strategies, via the Planning, Programming, and Budgeting System (PPBS).
- (6) Establish and maintain relationships between the DOD and the commercial transportation industry (in coordination with the Department of Transportation (DOT), Federal Aviation Administration (FAA), and the National Transportation Safety Board) to promote the seamless transition from peace to war and improve interfaces between the DOD and industry.
- (7) Manage the Transportation Working Capital Fund (TWCF) financial operations, to include programming, budgeting, accounting, and reporting. Provide guidance for standardization of rates, regulations, and operational policies and procedures.
- (8) Develop and implement, in coordination with the military departments, TWCF manpower management policy to maintain the USTRANSCOM visibility and adequate control of common-user transportation manpower and personnel assets. Establish procedures to program, account for, and document TWCF military and civilian manpower and personnel. Assess the functional impact of proposed manpower increments and decrements to the common-user transportation functions and recommend changes through the CJCS IAW DOD Directive 5158.4 United States Transportation Command.
- (9) Control assigned funds made available from the National Defense Reserve Fleet (NDRF) for operations, maintenance, and lease of national defense sealift vessels operated under the TWCF.
- (10) Review and analyze Service-proposed organizational and mission changes within the TCCs that impact on the ability of USTRANSCOM to carry out assigned responsibilities.
- (11) Ensure the effective and efficient use and control of US Government-owned or commercial strategic mobility resources and capabilities available to the DOD.
- (12) Through the TCCs, coordinate and implement transportation and acquisition policy and ensure peacetime and wartime procedural compatibility. Assume financial responsibility through the management of the TWCF account and participate in the acquisition planning, monitoring, and oversight of TCC procurement execution, as outlined in USTRANSCOM Regulation 110-5, Acquisition Oversight Group. Develop acquisition strategies for execution by the TCCs to accomplish USTRANSCOM missions. Excluded from these procedures are responsibilities specifically reserved to the Head of the Contracting Activity.
- (13) In support of the Service heads of an Agency, take action to facilitate the resolution of USTRANSCOM-unique requirements related to the procurement of transportation services.
- (14) Coordinate the forecasting and execution of validated transportation requirements on behalf of the DOD in both peace and war, to include channel approval. Advise the Joint Staff (JS) and other DOD Components when there is insufficient capability to meet requirements and make recommendations for actions to alleviate the shortfall.

- (15) Disseminate the necessary information to the DOD and Service authorities to facilitate the smooth flow of programming requirements, transportation movement requirements, and other pertinent information to ensure effective transportation operations within the DOD.
- (16) With the approval of the SECDEF and IAW the Memoranda of Understanding (MOU) with the DOT, augment, as necessary, the strategic mobility capability by activating strategic reserve or mobilization programs, such as CRAF, Ready Reserve Force (RRF), and VISA. Develop policies, requirements, concepts, and procedures and provide direction and oversight for the CRAF, VISA, and other established mobilization programs as assigned.
  - (a) Upon approval of the SECDEF and in coordination with the Secretary of Transportation (SECTrans), USTRANSCOM will activate the RRF to meet operations/contingencies/CJCS exercises or, as prudent, take advance action to coordinate and plan with the Maritime Administration (MARAD) the possible RRF activation in anticipation of actual requirements. When military operations require civil shipping support, advise the MARAD that activation of the VISA is under consideration and request that the MARAD prepare an economic impact statement. Forward a recommendation to the SECDEF and transmit, for signature, a proposed memorandum to the SECTrans requesting concurrence in the activation of the VISA. Upon approval of VISA activation, direct MSC to arrange with ship operators for the acquisition of particular ships.
  - (b) Activate, with concurrence of the SECDEF, any CRAF stage or segment to fulfill commercial air augmentation of DOD's airlift fleet.
  - (c) Recommend, through the SECDEF, in coordination with the SECTrans, the necessary Presidential action to enable requisitioning of ships IAW 46 U.S.C. § 1242, Shipping, and 50 U.S.C. § 196, Emergency Foreign Vessel Acquisition; Purchase or Requisition of Vessels Lying Idle in United States Waters.
- (17) Serve as the principal DOD focal point with MARAD on RRF issues, to include fleet composition, activation, maintenance, and readiness standards IAW applicable MOU and/or agreements.
- (18) Monitor and evaluate Service readiness programs for active and reserve component units that support USTRANSCOM missions.
- (19) Coordinate with the unified commands for the protection of USTRANSCOM assets, host nation (HN) transportation, negotiate/review international support agreements, and other related support to USTRANSCOM forces.
- (20) Within mission responsibilities, maintain oversight of those dockets, proposals, and notices of federal, judicial, state, municipal, or other US Government agencies, and commercial entities on rates and services that may affect military transportation and traffic management needs and authorities. Alone or through the components, represent the DOD, or coordinate with appropriate DOD or other US Government agencies on legislative, legal, or regulatory issues to protect or promote DOD transportation interests IAW Department of Defense Instruction 4500.17, Proceedings Before Transportation Regulatory Bodies.
- (21) Negotiate and consummate support agreements, assignments, and delegations of functions and authority, as required IAW Department of Defense Instruction 4000.19,

Interservice and Intragovernmental Support, and act as the point of contact (POC) for operational agreements within the DTS.

- (22) Nominate the chairperson of the Transportation Committee of the Defense Acquisition Regulatory Council. The Transportation Committee chairperson manages the formulation and evaluation of proposed transportation acquisition policy for inclusion in appropriate acquisition regulations.
- (23) Conduct deliberate and execution transportation planning for DOD Components IAW the Joint Strategic Planning System (JSPS) and the Joint Operation Planning and Execution System (JOPEs).
- (24) Coordinate and provide worldwide JOPEs training in conjunction with Service schools.
- (25) Act as facilitator for all meteorological and oceanographic data used in deliberate and execution planning conducted IAW the JSPS and JOPEs.
- (26) Integrate, in coordination with the DOD Components and the transportation industry, the DOD transportation-related command, control, communications, and computer systems (C4S) by maintaining the Global Transportation Network (GTN). USTRANSCOM will coordinate and provide worldwide GTN training.
- (27) Promote the development, production, and fielding of transportation and C4S that enhance the effectiveness of the DTS and establish a C4S requirements baseline and validate emerging C4S requirements to ensure integration and efficiency of developing systems with existing systems.
- (28) Act as the DOD administrator for all transportation data to ensure the automated systems supporting the DTS are compatible and/or interoperable in support of Corporate Information Office goals and objectives. Establish and coordinate transportation data standards and protocols and provide transportation data for the logistics portion of the Defense Data Repository System.
- (29) Serve as the program manager for Defense Transportation Electronic Business.
- (30) Serve as DOD single manager for intertheater medical regulating. Conduct Continental United States (CONUS) medical regulating by exercising authority, direction, and control over the Global Patient Movement Requirements Center (GPMRC). Provide the systems, policies, and procedures to regulate patients into other theaters from combat theaters. Maintain, train, and deploy medical regulating teams (Category A reservists).
- (31) Serve as the principal focal point to develop, coordinate, and execute a DOD strategy for production of transportation intelligence to satisfy strategic mobility requirements; develop DOD standards for transportation intelligence products; and coordinate the transportation intelligence production efforts of other organizations under the Distributed Production Program. Produce transportation intelligence in support of USTRANSCOM and component mission planning and execution.
- (32) Propose DOD intermodal system policies for SECDEF approval and prescribe procedures for implementation. Advocate DOD intermodal system programs that will optimize strategic mobility.
- (33) Provide direction and oversight for the Joint Logistics Over-the-Shore Program (JLOTS).
- (34) Act as lead agent for transportation publications, as assigned by the CJCS or SECDEF.



- (35) Serve as the DOD advocate to incorporate effective transportation engineering techniques and characteristics into DOD transportation processes, equipment, and facilities.
  - (36) In coordination with other appropriate agencies, provide direction and oversight for all matters dealing with the transportation of hazardous material (HAZMAT).
  - (37) Provide direction and oversight of commercial passenger airlift and other quality control programs affecting transportation operations.
  - (38) Perform continuing analysis of the DTS to improve the quality of service to the customer. Change procedures to enhance customer service and make recommendations to the JS and SECDEF for policy changes.
  - (39) Designate, in consultation with the Services, CONUS Seaports of Embarkation (SPOEs), Aerial Ports of Embarkation (APOEs), Seaports of Debarkation (SPODs), and Aerial Ports of Debarkation (APODs) for deploying/redeploying forces and sustainment during planning and execution. Make recommendations to the theater CDRs for designation of Outside Continental United States (OCONUS) SPODs/APODs and/or embarkation for redeploying and/or deploying forces and sustainment during planning and execution.
  - (40) Establish Command Arrangement Agreements with the unified commands and enter into a Memoranda of Agreement (MOA)/(MOU) with other agencies to execute USTRANSCOM missions.
  - (41) Provide operational reports as required by Department of Defense Instruction 4100.31, Reports on Single Manager Operations.
  - (42) Communicate and coordinate directly with all DOD Components and with other departments and agencies of government in matters relating to USTRANSCOM missions.
  - (43) Serve as the DOD focal point for all international cooperative airlift agreements.
  - (44) Furnish, through the CJCS, for SECDEF approval, changes to DOD transportation policy.
  - (45) Perform approval authority functions by coordinating all DTR changes with the Services and DLA.
  - (46) Perform other missions, as directed by the SECDEF.
6. The Joint Mobility Control Group (JMCG) will:
- a. The JMCG consists of the Joint Mobility Operations Center (JMOC), GPMRC, Joint Intelligence Center Transportation (JICTRANS), and the TCCs command and control (C2) centers.

- b. The JMCG exemplifies the concept of centralized control and decentralized execution of DTS movement requirements and is the focal point to orchestrate and optimize DTS operations in support of the Unified CDRs and other customers. The JMCG improves DTS efficiency and effectiveness through maintaining better visibility of transportation assets and requirements, providing alternative recommendations on transportation options, eliminating redundant functions, improving operations modeling and feasibility estimation, and improving coordination between USTRANSCOM C2 nodes. It provides for an operational environment where execution functions remain at the TCCs. The JMCG overarching responsibilities include:
  - (1) Enacting USTRANSCOM's responsibility as the single manager of the DTS.
  - (2) Bringing US transportation resources to bear against any movement task.
  - (3) Providing visibility of all movement requirements.
  - (4) Providing C2 of global mobility forces and other assets.
- 7. The JMOC. The USTRANSCOM JMOC is the single location for managing all movement requirements. The JMOC is comprised of requirements and customer service teams and includes a meteorological and oceanographic cell, a medical cell, and an intelligence representative. The JMOC serves as the single face to the customer on all requirements moving within the DTS. The JMOC also performs:
  - a. Transportation feasibility analyses.
  - b. Deployment estimates.
  - c. Cost estimates.
  - d. Requirements confirmation.
  - e. Shortfall identification.
  - f. Mode selection.
  - g. Requirements consolidation recommendations.
- 8. TCCs (AMC, MTMC, and MSC) will:
  - a. Take all required actions within law, executive order, and regulation to support USTRANSCOM in executing their missions.
  - b. Ensure the effective and efficient use of USTRANSCOM-controlled and commercial transportation services for the DOD.
  - c. Prepare recommendations for USTRANSCOM on the design, specifications, and equipping of strategic mobility assets. In collaboration with appropriate Government agencies, study, analyze, and recommend improvements in strategic mobility systems.
  - d. Develop, establish, and operate data systems, within the technical and functional parameters and standards established by USTRANSCOM and IAW ADUSD (TP), to integrate DOD transportation information worldwide and provide data for the DOD Components.
  - e. Manage TWCF activities, incur obligations and costs as necessary to perform the activity mission, prepare and submit TWCF required transportation financial reports to USTRANSCOM/Office of the Secretary of Defense (OSD), and identify to USTRANSCOM any impediments to achievement of performance cost goals.



- f. Submit to USTRANSCOM for coordination and analysis any proposed major organizational or manpower changes affecting TWCF functions that would result in activity closure or reduction-in-force of civilian personnel.
- g. Identify the split between common-user transportation and Service-unique manpower assets in coordination with USTRANSCOM and the military departments. Identify common-user (TWCF funded) manpower and assigned personnel with discrete Program Element Code (PEC) or other agreed upon coding established and controlled through USTRANSCOM. Plan, program, budget, account for, and maintain manpower authorization documents for TWCF funded manpower. Coordinate all TWCF funded manpower adjustments with USTRANSCOM. Notify USTRANSCOM of any Service-levied manpower or personnel ceilings, constraints, or restrictions impacting TWCF assets.
- h. Submit acquisition packages for procurement of USTRANSCOM-related transportation services and equipment to USTRANSCOM for review and coordination, as directed in USTRANSCOM Regulation 110-5.
- i. Develop and submit TWCF program and budget submissions and associated reports to USTRANSCOM IAW established procedures.
- j. Notify USTRANSCOM, IAW established procedures, of the receipt or initiation of any claim by or against a contractor in excess of \$1 million.
- k. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared statements and supporting material for congressional hearings and proposed legislative packages. Submit to USTRANSCOM copies of responses to congressional inquiries relating to common-user, DTS initiatives.
- l. Submit to USTRANSCOM, for forwarding to higher HQ, all prepared responses to audit reports relating to common-user, DTS issues. Report to USTRANSCOM all DTS-related internal control weaknesses identified under Department of Defense Directive 5010.38, Management Control (MC) Program.
- m. Recommend to USTRANSCOM policies and programs on the effective acquisition of freight and passenger transportation services from all modes of transportation within the CONUS and OCONUS.
- n. Review and analyze such proposals, notices, decisions, regulations, and laws, of federal, state, and local agencies, courts, legislatures, and commercial entities that affect the USTRANSCOM mission.
- o. Provide program and budget submissions to the military departments for strategic mobility requirements IAW established procedures. Keep USTRANSCOM informed of the status of these requirements while Service programs are under development and after completion of their Program Objective Memoranda.
- p. Review, analyze, and submit recommendations to USTRANSCOM on Consolidation and Containerization Points (CCPs) after coordination with DLA.
- q. Perform strategic deployment analysis of transportation systems. Analyze constraints and capabilities of DTS modes and subsystems that support strategic mobility. Coordinate with other DOD Components on installation outload capability and enhancement programs.
- r. In coordination with USTRANSCOM, develop MOA and MOU and other similar documents necessary to formalize commitments of transportation services within the limits of the policies prescribed by this regulation. Examine all such documents to bring them in

compliance with this regulation and submit them to USTRANSCOM for approval prior to final signature.

- s. Provide deliberate and execution-planning support to USTRANSCOM to ensure effective and efficient use and control of transportation assets and services.
  - t. Provide USTRANSCOM with copies of internal regulations concerning the acquisition of transportation services. Coordinate with USTRANSCOM all changes, revisions, and new internal regulations that would either require subsequent action from USTRANSCOM or that would supplement specific USTRANSCOM guidance previously received.
  - u. Provide recommendations for and information pertaining to diversions of cargo, personal property, and passengers within the DTS. Diversions will be made only with concurrence of the affected shipper, Service, Agency, or CDR.
  - v. When designated, develop and publish transportation publications as assigned by USTRANSCOM.
  - w. Serve as the USTRANSCOM POC for the establishment, amendment, or clarification of rules and regulations of the regulatory bodies governing safe and secure transportation of explosives and other HAZMAT.
  - x. Inform USTRANSCOM of Service-assigned missions.
  - y. Perform other mission tasks as directed by USTRANSCOM.
  - z. Procure commercial transportation services, to include data reporting requirements.
  - aa. AMC and MTMC make port software changes.
9. The CDR AMC will:
- a. Act as single manager, on behalf of USTRANSCOM, for airlift, intertheater, intratheater, and CONUS aeromedical evacuation, aerial refueling support, and support services to the DOD Components as required by USTRANSCOM.
  - b. Be responsible for all airlift procurement and negotiation and serve as the single face to industry for airlift matters.
  - c. Recommend the size of passenger groups and the size of release unit cargo, in conjunction with USTRANSCOM and affected DOD Components.
  - d. Prepare short-range and long-range forecasts of strategic air transportation requirements and match them with capabilities of the DOD, based on an evaluation of requirements.
  - e. Procure all commercial air mobility services. Administer and negotiate the GSA Airline City Pairs Contract in conjunction with GSA and in coordination with DOD components.
  - f. Administer and execute the CRAF program. Recommend to USTRANSCOM the activation of CRAF, to include required stage(s) and/or segment(s) to meet airlift/aeromedical requirements. Prepare documentation to activate the CRAF and 49 U.S.C., Chapter 443, Insurance. Request Secretary of the Air Force Indemnification Program activation and any waivers deemed appropriate. Monitor and manage AMC-assigned missions of these forces upon activation.
  - g. Perform capability inspections (semi-annually) necessary to certify air carriers for the safe movement of DOD cargo and passengers. Interface with other Federal Agencies to determine civil air carrier eligibility and suitability to provide appropriate service.

- h. Operate a worldwide passenger reservation system for international travel aboard AMC transport aircraft and commercial contract airlift.
  - i. Provide USTRANSCOM information on the availability of AMC organic and controlled commercial strategic air mobility capability.
  - j. Through USTRANSCOM, serve as DOD focal point for international cooperative airlift agreements.
  - k. Provide host support for USTRANSCOM, including contracting and personnel support.
  - l. Operate, or arrange for operation of, common-user aerial ports/air terminals within the CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
  - m. Act as the sole negotiator within the CONUS with commercial firms on rates and other matters incidental to air transportation of freight.
  - n. Provide USTRANSCOM information on the availability of AMC-owned and AMC-controlled commercial air mobility capability.
  - o. Act as single POC with the commercial airline industry for USTRANSCOM for procurement of DOD domestic and international airlift services.
  - p. Perform contract air administration duties and implement a quality assurance evaluation program for contract commercial airlift services.
  - q. Determine and arrange the best means available for obtaining supplemental surface transportation, i.e., bus service incidental to commercial air movement.
10. The CDR MTMC will:
- a. Provide surface and surface intermodal traffic-management services, common-user ocean terminal support, and transportation engineering support to the DOD Components as directed by USTRANSCOM. Provide rates (other than intermodal rates, including ocean rates), routing, and carrier performance quality control.
  - b. Negotiate rates and other matters incidental to surface transportation of freight within the CONUS and, as directed by USTRANSCOM, intermodal rates.
  - c. Negotiate and administer the DOD Personal Property Shipment and Storage Program, as directed by USTRANSCOM, administer the DOD Privately-Owned Vehicle Import Control Program, and act as the sole negotiator, worldwide, with commercial firms on rates and other matters incidental to storage services for all personal property.
  - d. Operate, or arrange for operation of, common-user ocean terminals within the CONUS or OCONUS based on agreements with the theater CDRs, to include contracting for terminal services.
  - e. Administer the US Government car/van/truck rental program.
  - f. Administer the surface commercial carrier quality assurance program.
  - g. Administer the DOD Worldwide Cargo Loss and Damage Reporting Analysis System.
  - h. Provide ocean cargo booking for the DOD Components.
  - i. Arrange for movement of DOD-sponsored surface export cargo and act as the Ocean Cargo Clearance Authority (OCCA) IAW this regulation.

- j. Serve as the USTRANSCOM agent for highways, pipelines, ports, and railroads for national defense and administer other modal national defense programs as directed by the SECDEF.
  - k. Provide operational management of defense intermodal common-user containers and establish a worldwide DOD surface container management and control system.
  - l. Provide USTRANSCOM with information on the availability of MTMC-controlled commercial mobility capability.
  - m. Prepare forecasts of ocean and maritime common-user transportation services based on the requirements of the DOD Components.
  - n. Consolidate peacetime shipper service and unified commands surface transportation requirements and provide these to MSC. During contingency or wartime, assist USTRANSCOM with the clarification and consolidation of surface requirements from supported unified CDRs.
  - o. Operate an Operations Center with the mission to serve as the single USTRANSCOM focal point for the execution of surface intermodal movements within the DTS and with the following responsibilities:
    - (1) Procure and book surface intermodal movement requirements.
    - (2) Maintain intermodal shipping schedules and the Integrated Booking System (IBS).
    - (3) Provide the Defense Finance and Accounting Service (DFAS) with supporting documentation to generate customer bills.
    - (4) Manage related support systems.
    - (5) Negotiate ocean rates and, as directed by USTRANSCOM, intermodal rates and related services to meet DOD ocean and intermodal transportation requirements. Perform Administrative Contracting Office (ACO) and Contracting Officer's Representative (COR) duties.
    - (6) Manage the Defense Freight Railway Interchange Fleet (DFRIF), which is required to supplement the capability of commercial transportation carriers.
  - p. Upon request of AMC, provide data residing in Statistical Collection of Passenger Travel (STATCO) for use in the GSA Airline City Pairs Contract.
11. The CDR MSC will:
- a. Provide ocean transportation, including ocean movement and support services, to the DOD Components as directed by USTRANSCOM.
  - b. Provide USTRANSCOM and MTMC with information on the availability and status of ships in the Government-owned and MSC-controlled fleet, including chartered commercial ships.
  - c. Charter vessels.
  - d. Administer and execute the VISA, oversee the RRF in concert with MARAD, oversee ships requisitioned, and exercise operational control over those mobilization forces on behalf of USTRANSCOM.

- e. Recommend to USTRANSCOM activation of the RRF, the VISA, requisitioning of US-owned ships, or the acquisition or activation of foreign ships or other established mobilization programs IAW 50 U.S.C., § 196, and Department of Defense Directive 4140.1, Materiel Management Policy.
- (1) When activation is under consideration, MSC, based upon information provided by the JCS/CDRs through USTRANSCOM, will inform the MARAD of actual or projected requirements for RRF ships or requisitioning. When directed by USTRANSCOM, MSC will request that the MARAD activate required RRF ships. Operational Control (OPCON) of ships will be transferred from the MARAD to MSC at activation.
  - (2) RRF activation, IAW applicable law, is authorized under the following criteria:
    - (a) To meet a need for sealift capacity that can only be satisfied by a ship in the RRF, subject to conditions contained in the DOD and DOT MOA.
    - (b) To support deployment, sustainment, redeployment, and other transportation requirements of US armed forces in military contingencies.
    - (c) In support of CJCS exercises.
    - (d) For civil contingency operations upon orders from the SECDEF.
    - (e) Testing for readiness and suitability for mission performance.
    - (f) In connection with a transfer.
  - (3) Ships activated IAW the above will not be in competition with, substitute for, or displace privately owned US flag vessels.
  - (4) MSC, in conjunction with USTRANSCOM, will determine the RRF ship(s) to be used to support the customer's lift requirements based upon availability, suitability, cost, and other factors. Ship activation dates will be a part of the selection process used to ensure different ships are activated. MSC will coordinate with the MARAD for the activation of requested ship(s).
  - (5) The requirement to activate RRF shipping to test for readiness and operational performance will be considered in the determination of ship activation for use in a contingency deployment or an exercise. Periodic activation is required to ensure ships are able to meet their breakout schedules and to enhance the readiness of the RRF. MSC will coordinate with the MARAD to preclude the activation of the same vessel repeatedly and to ensure the RRF Activation Plan is followed.
  - (6) When activating ships, USTRANSCOM and MSC will determine the type of ship best suited to complete a mission by utilizing factors discussed in Paragraphs C.11.e.(2)(a) through C.11.e.(2)(f) above and known funding constraints. When activating RRF ships, MSC will use the RRF Activation Plan and lift requirements to decide which ship(s) will be nominated to support an operation, mission, or exercise.
  - (7) Upon Presidential approval of authority to requisition ships, and when directed by USTRANSCOM, MSC will request that the MARAD requisition specific ships, which will be transferred from the MARAD to MSC after they are requisitioned.
  - (8) MSC will notify ship owners which of their vessels are being considered for call up under the VISA. When directed by USTRANSCOM, MSC will notify ship owners which of their vessels are being considered for requisitioning and arrange for acquisition of particular ships with ship operators while keeping the MARAD informed.

- f. Act as the USTRANSCOM scheduling authority for ocean transportation (sealift) ships to support DOD requirements.
  - g. Study, analyze, and recommend requirements for ocean transportation systems.
  - h. Approve stowage plans and their implementation to ensure seaworthiness of the ship, safety of the cargo, and efficient use of ship space.
  - i. Billet and exercise control of all passengers aboard MSC ships. Administrative control may be exercised by the Services concerned. Assignment of supercargo personnel will be managed by MSC in coordination with MTMC.
  - j. Coordinate MSC operations with appropriate port authorities.
  - k. Promote the requirements, development, protection, and fielding of C4S to support in transit visibility (ITV) for ocean transportation.
12. The Area, Activity, or Installation CDR (or their delegated representative(s)) will appoint a military member or civilian employee (not a contractor) as TO to execute DOD traffic management policy and procedures to obtain transportation services. The appointed TO will be a fully trained and equipped member/employee of the activity or installation CDR's technical staff. Appointment will be accomplished by special order of the area, activity, or installation CDR IAW regulations of the military departments concerned.
13. The TO will:
- a. Provide efficient, responsive, and quality transportation services within the assigned geographic area of responsibility (AOR) and ensure compliance with governing laws, directives, and regulations for cargo, personal property, and unit moves.
  - b. Provide technical direction, management, and evaluation of the traffic management aspects of the DOD transportation movement program on a worldwide basis, subject to the overall guidance, policies, and programs established by USTRANSCOM, the Code of Federal Regulations (CFR), and DOD Components.
    - (1) Prepare and edit shipment documentation to ensure quality data and timely submission to support total movement business processes IAW timeliness criteria.
    - (2) Support contingency, mobility, natural disaster, and humanitarian relief requirements.
  - c. Act as a COR, alternate COR, or ordering officer when traffic management functions are served under appropriate contracts.
  - d. Appoint one or more military members, civilian employees, or contractor personnel as transportation agent (TA) to assist the TO in his/her responsibilities. This may be accomplished by letter, which is to be retained in the transportation office. Service-unique procedures may require the TOs to request TAs be appointed by their CDR. Contractor personnel may not be appointed to perform any function involving the obligation or expenditure of Government funds. This is also applicable to tenant units.
  - e. Seek Antiterrorism/Force Protection (AT/FP) advice from the installation Force Protection Working Group.
  - f. Include AT/FP considerations in local transportation publications and procedures.
  - g. TOs will plan, prepare, and document shipments IAW this regulation.
14. A Mobility Officer (MO) is the person(s) designated or appointed for planning, coordinating, and/or executing mobility operations for assigned or supported units. Responsibilities are further covered in DOD Component regulations.



15. Departure/Arrival Airfield Control Group, Port Support Activity, Beach and Terminal Operations, or Tanker Airlift Control Element (TALCE) will act as a focal point between the unit requiring movement and the arrival and departure point activity at the Port of Embarkation (POE) and Port of Debarkation (POD).

#### **D. REGULATORY BODY PROCEEDINGS**

1. USTRANSCOM will review respective dockets and notices issued by regulatory bodies affecting transportation between points within the US and its territories to determine DOD interest and required action. DOD personnel will not participate in, or supply information to, a transportation regulatory body without prior approval of the TCC or theater CDR, unless subpoenaed to testify. When DOD personnel are required by subpoena to testify in proceedings before a transportation regulatory agency, prompt notice will be sent to USTRANSCOM IAW DOD Instruction 4500.17. Additionally, DOD personnel will notify their appropriate component HQ.
2. Requests for information will be acted upon IAW applicable DOD Component publications.

#### **E. DCMA-ADMINISTERED CONTRACTS**

1. IAW the Federal Acquisition Regulation (FAR), contract management may be delegated to DCMA for full management or for transportation support only. The management office TO will provide traffic management functions IAW contract terms and the DCMA One Book at the DCMA homepage at <http://www.dcmamil> (use Internet Explorer) by selecting Onebook.
2. DCMA TOs may delegate traffic management authority to qualified contractors by written agreement IAW DCMA One Book.

#### **F. ACTIVITY CHANGE OF STATUS OR MISSION**

The appropriate TO or other DOD Component authority, projecting any change of status or mission of a service-owned or sponsored activity that will result in significant change to transportation requirements, will request planning information on transportation rates, costs, and other transportation management data from CDR HQ MTMC, Attn: MTOP-JG, 200 Stovall St., Alexandria, VA 22332-5000 or the theater CDR. When the final decision is made regarding the activity's change of status or mission, notify HQ MTMC or the theater CDR as far in advance as possible to enable negotiations with commercial carriers for transportation rates and services.

#### **G. COMMERCIAL CARRIER INQUIRIES**

1. Information furnished carriers in response to inquiries concerning cargo shipments that have taken place will be confined to facts on their respective traffic routing, except as restricted by security regulations.
2. Freedom of Information Act (FOIA) inquiries pertaining to transportation issues will be coordinated with the cognizant FOIA office.

#### **H. TRAFFIC MANAGEMENT UNDER EMERGENCY CONDITIONS**

1. Emergency traffic management procedures in the CONUS will be implemented upon the proclamation of a state of national emergency by the President of the US and by concurrent resolution of Congress.
2. MTMC will:
  - a. Maintain and provide an Emergency Traffic Management Plan (ETMP) to support the National Plan for Emergency Preparedness, the Joint Strategic Capabilities Plan, unilateral

plans of the DOD Components, and applicable DOD guidance and directives. The ETMP provides guidance to DOD Components for traffic management functions and operations under emergency conditions. Distribution of the ETMP will be made to DOD Component HQ.

- b. Activity CDRs will direct TOs to implement emergency procedures according to restrictions imposed on commercial transportation by governmental control agencies. TOs will implement procedures in this regulation to the extent warranted by emergency conditions.

## **I. PUBLIC HIGHWAY REQUIREMENTS**

Through the Highways for National Defense Program (HND), the MTMC Transportation Engineering Agency (TEA) is responsible for assisting the Services and installations with resolving public highway needs. For additional guidance, refer to Army Regulation (AR) 55-80/Navy Operational Instruction (OPNAVINST) 11210.1B/Marine Corps Order (MCO) 11210.2C/Defense Logistics Agency Regulation (DLAR) 4500.19, Highways for National Defense, or contact MTMC TEA at DSN: 927-4313, Commercial: 757 599-1117, or 800 722-0727.

## **J. DISRUPTION TO TRANSPORTATION SYSTEMS**

1. The President, the SECDEF, the CDR of USTRANSCOM, a USTRANSCOM TCC CDR, a theater CDR or others can provide guidance or direction as to the routing of traffic or management of DOD movements in response to special situations where there is disruption in or impediments to normal transportation services.
2. Special situations include, but are not limited to, national/regional/local emergencies, disasters, traffic congestion, strikes, embargos, and operational conditions.
3. Any guidance or direction provided is subject to any legally imposed limitation such as statutory, regulatory or contractual requirements.
4. When there is a disruption to the transportation system, USTRANSCOM (upon notification by a USTRANSCOM TCC or other activity), a USTRANSCOM TCC or the theater CDR, will disseminate, to affected TOs, the following information:
  - a. Reason for embargo.
  - b. Name of activity affected.
  - c. Mode and carrier involved.
  - d. Type of traffic limited.
  - e. Exception, if any, to the limitation on transportation.
  - f. Alternative means available to move the cargo to lessen the disruption to DOD movements.
5. When a DOD activity experiences or anticipates a disruption in the transportation system that may adversely influence its ability to ship or receive DOD shipments the TO (including DCMA TOs) will immediately notify a USTRANSCOM TCC or the theater CDR. The TO will provide a USTRANSCOM TCC or the theater CDR all information and seek its assistance in determining feasible alternative routes or modes and any necessary legal actions needed to overcome or reduce the disruption in DOD transportation.
6. If the TO requests, then a USTRANSCOM TCC or the theater CDR will assist the TO in acquiring the necessary authorization or legal action needed to overcome or lessen the disruption to DOD transportation requirements.

## **K. RAIL ABANDONMENT ASSISTANCE**

Through the Railroads for National Defense Program, MTMC TEA is responsible for assisting the Services and installations with resolving commercial rail line abandonment. A number of options have been developed to ensure continued essential rail service to DOD installations. TOs should contact MTMC TEA at DSN: 927-4313, Commercial: 757 599-1117, or 800 722-0727.

## **L. TRANSPORTATION PROCUREMENT POLICY—APPLIES TO BOTH FAR AND NON-FAR PROCUREMENTS OF TRANSPORTATION OR RELATED SERVICES.**

1. The acquisition of transportation and transportation related services must fulfill the customer's intermodal movement requirements from origin to destination.
2. The acquisition process should involve the customer and carriers early in and throughout the acquisition process.
3. When it is beneficial to the DOD, then the DOD may join under the Economy Act with other Federal Government Agencies to use transportation services procurement instruments negotiated by those Agencies. In addition, other federal Agencies may use DOD procurement instruments.
4. Traffic managers and shipping activities will seek full and open competition to the maximum extent possible from qualified carriers. DOD traffic managers and shipping activities must not exclude any transportation mode in awarding traffic or transportation related service contracts, except if the MTMC Director of Operations or designated official makes a written determination that awarding the traffic to a particular mode is necessary for military readiness to ensure the necessary transportation infrastructure availability for mobilization or for national security, then the exclusion of other modes for a particular transportation requirement(s) is authorized.
5. DOD activities will use best-commercial practices and streamline "best-value" acquisition processes and include performance based specifications as applicable when acquiring transportation services. The following are some of the determining factors that may be considered: quality of service, past performance, cost/price, service provisions, claims experience, provider availability and commitment of transportation assets to readiness support. Cost/price is a mandatory factor for all procurements.
6. The acquisition of transportation and related services will incorporate efficient documentation, billing and payment processes, and, to the maximum extent possible, will require the use of Electronic Commerce/Electronic Data Interchange (EC/EDI) for solicitations, movement documents, financial transactions and payment through Electronic Funds Transfer (EFT).
7. Transportation Payments (31 U.S.C. § 3726, Payment for Transportation, 40 U.S.C. § 486, Policies, Regulations, and Delegations, 41 CFR Part 102-118, and MRM#15). For CONUS freight shipments, PowerTrack is the electronic payment method DOD uses. Generally, DOD contracts will require use of PowerTrack and will specify that PowerTrack is a prerequisite to carriers' performance. TO and contracting officers will only offer DOD cargo movements to commercial carriers offering PowerTrack as their billing and payment system. Once installations become PowerTrack capable, the business process/procedures in Chapter 212 are mandatory.
8. Acquisitions for transportation or related services should require carriers to furnish ITV data to, or accessibility by, the DOD AIS.
9. Air and ocean carriers with direct contracts with DOD must commit to support DOD contingency requirements through participation in the CRAF and the VISA programs, as a condition for receiving DOD business.
10. Contracts with third Party providers for logistic support and base operations functions during wars, contingencies, disasters, and humanitarian assistance, when the infrastructure to move

material may be constrained, will include a requirement that the third party logistics (3PL) providers integrate their transportation operations with the deployment process.

11. To the maximum extent possible, procurement instruments with carriers will allow their use by DOD contractors, vendors, and 3PL providers moving DOD freight.
12. DOD uses a number of different procurement instruments to purchase transportation and related services. These instruments include FAR contracts, BL, government transportation requests and similar transportation forms. (See 40 U.S.C. § 481 et seq., Procurement, Warehousing, and Related Activities, 49 U.S.C. §§ 10721, Government Traffic, 13712, Government Traffic, and 15504, Government Traffic, and 48 CFR Parts 47, Transportation, and 242, Contract Administration and Audit Services). The decision as to the appropriate procurement instrument will be based on the needs of the customers, duration of the requirement, value of the transportation services provided, and the cost of implementing the procurement process relative to the cost of services acquired are factors used to determine the appropriate procurement method.
13. Responsibilities.
  - a. USTRANSCOM is primarily responsible for acquiring common-user transportation and related services to meet DOD transportation requirements in excess of DOD organic capability.
  - b. USTRANSCOM/JMOC, MTMC, and theater CDRs will provide transportation rate quoting service. Rates are available in GFM. TOs can request tenders on file or estimated rates from transportation service providers when there are no tenders on file. TOs may need the rates for budgetary purpose or other reasons.
  - c. TCCs or theater CDR will negotiate with commercial carriers to establish or modify rates, charges, rules, and accessorial services. Negotiations will include DOD and FMS volume movements and may include other federal Agencies and DOD contractor requirements to the maximum extent allowable.
  - d. TOs will route traffic IAW the requirements of this regulation.
    - (1) Reporting of volume movements permits MTMC transportation personnel to determine the reasonableness of applicable current rates and, when appropriate, to negotiate adjusted or modified rates. The TO will submit VMRs or other requesting documentation that includes all information necessary to accurately describe the requirement and to fairly compete the requirement to MTMC when one of the following occurs:
      - (a) Estimated shipments from one origin point to a single destination will total (in one year) 25 carloads (CL's) or 25 truckloads (TLs), or 500,000 pounds or more.
      - (b) The current routing in effect is insufficient.
      - (c) Transportation factors indicate a better rate and/or service is obtainable.
      - (d) The shipment is a unique requirement that cannot be supported by GFM.
    - (2) When there is a FAR procurement of supplies or movement of freight involving transportation or transportation services, the TO will support the procurement by providing the contracting officer the transportation factors required for solicitation, award, contract administration and any other required support. (See 48 CFR.47.301-1, F.O.B. Origin).
    - (3) Provide timely carrier performance information to MTMC.

- (4) Perform prepayment audits of all carriers' invoices/electronic bills (eBills) before authorizing payment under PowerTrack.

## **M. PROCUREMENT**

1. Carrier Qualifications. Only MTMC qualified carriers can transport DOD surface cargo. HQ AMC is responsible for determining civil air carrier eligibility and suitability of airlift carriers. TOs can use only qualified carriers and should check with MTMC HQs when questions arise concerning a carrier's status.
2. All DOD contracts must include, as a minimum, the following transportation instructions.
  - a. All shipments must comply with ITV requirements by providing movement data to GTN via EDI using American National Standards Institute (ANSI) X12 codes (MFTRP NO. 1B, Item 13).
  - b. All shipments will comply with DOD AIT standards (DOD AIT Policy for Logistics Operations, [www.dodait.com](http://www.dodait.com)). As a minimum, shipments must contain a two-dimensional (2D) bar coding.
  - c. All planeload/shipload movements going to an OCONUS destination (prior to movement) must be cleared through the USTRANSCOM JMOC, by calling Commercial: 618 229-1698 or DSN: 779-1698.
  - d. All export OCONUS shipments entering the DTS must be precleared using an Advanced Transportation Control and movement Document(s) (ATCMDs) through the sponsoring shipper service airlift clearance authority or ocean cargo clearance authority. If there are any questions concerning the clearance requirements, then contact USTRANSCOM JMOC, by calling Commercial: 618 229-1698 or DSN: 779-1698.
3. FAR transportation procurement.
  - a. A warranted contracting officer can procure transportation and related services using a FAR instrument tailored to the customers needs. These contracts create enforceable contractual obligations between the carrier and the DOD activity. Thus, affording shippers long-term transportation stability and allows the providing of services not available under tenders, tariffs and BLs. A FAR contract is suitable for any DOD traffic regardless of commodity or transportation requirement. However, they are best where there is a requirement for recurring traffic for a long period, a large volume, or an oversized movement. Generally, consider any requirements or shipper requests for a FAR contract if a long-term contract relationship will result in any of the following:
    - (1) Reduced transportation and administrative costs/work load for the Government.
    - (2) Stabilized transportation rates for the term of the contract.
    - (3) Reduced transit times.
    - (4) The shipper requires unique transportation services.
    - (5) Improved supply support responsiveness.
    - (6) Improved transportation service provider on-time pickup and delivery.
    - (7) Time permits.

## **N. MTMC TRANSPORTATION PROCUREMENT SUPPORT**

### **1. FAR Contracting Support.**

- a. MTMC provides advice and procurement services for FAR procurements. If a shipping activity desires a FAR transportation contract, then it can request MTMC to establish a contract. MTMC will work with the shipping activity to establish the most appropriate type of contract to support its needs. The shipper will provide a request and the following information to MTMC Operations Center Business Requirements Branch to process a FAR contract:
  - (1) Performance Work Statement. A statement of the transportation requirement in sufficient detail to enable a transportation service provider to make an informed and responsive offer and allow fair and adequate competition.
  - (2) Any relevant procurement history concerning this requirement.
  - (3) A list that identifies the items or services being acquired as separately identified line items. This is known as a Schedule B under the uniform contract format. (See 48 CFR subpart 15.204, Contract format)
  - (4) Independent Government Cost Estimate. Average rates, based on historical data, used in the development of rates for proposed tasks.
  - (5) Quality Assurance Surveillance Plan. Performance method used to determine whether the contractor is effectively and efficiently complying with all terms and conditions of the contract.
  - (6) Market Survey. A market survey is any attempt by the shipper to ascertain whether there are carriers capable of satisfying the requirement for transportation or related services.
  - (7) COR. Identify possible COR (MTMC may act as the COR). Duties and responsibilities will be IAW the FAR.
  - (8) Participate in evaluating proposals and advising in the selection process.

- b. Protests and Disputes are governed by 48 CFR Part 33, Protests, Disputes, and Appeals.

### **2. Rate Quotes – Tenders (Non-FAR procurements under 40 U.S.C. 481 et seq). Tenders are not contracts. They are a carrier's offer to provide services at the quoted rate. The contract is created after the TO offers the movement and the carrier accepts the movement under a BL. These are generally best suited for simple procurements where best value is deemed the low cost responsive carrier. It is not suitable when a shipper needs a cost/price technical tradeoff analysis to determine the best value carrier.**

- a. TCCs or theater CDRs will solicit rate quotes (tenders) from commercial carriers and distribute these rates to DOD shipping activities. The TCCs or CDRs can negotiate special tender rates for shippers. There are several tender of service instruments available.
- b. The MTMC Voluntary tenders system. An electronic system where MTMC qualified carriers can submit rates for transportation or related services into its database system that allows the TO ability to access rates and route traffic movements without submitting special requirement documents. Currently, this system is the GFM.



3. MTMC Negotiated Special. These are tenders for particular shipments, routes or requirements that MTMC specifically solicited the rates.
  - a. Types:
    - (1) Short Term. (Spot bid or one-time-only) A special tender with rates for a volume of traffic moving on a single BL. Two types of bids; traditional and electronic. TOs will submit a VMR when a condition listed in Paragraph L.13.d exists. In addition, the TO will submit any evaluation factors they will consider in their selection determination.
    - (2) The TO will furnish the VMR as soon as possible before movement start date to the MTMC Operations Center or theater CDR for negotiations with carriers. Submit VMRs using automated or DD Form 1085 (See Figure 201-1) format and annotate remarks section "This is a VMR and request for route order". VMRs may be submitted any time before movement start date but desirable negotiation lead time is more than 30 days for rail and more than 10 days for other modes. The transportation will occur during an 89-day period. The carrier offers these rates for not less than 89 days.
      - (a) MTMC and theater CDR will provide VMR originators a written response to each request, including any cost avoidance through successful negotiation.
      - (b) MTMC will rate tenders according to the evaluation factors provided.
  - b. Short Term types:
    - (1) Traditional Spot Bid (one-time-only or direct negotiation).
      - (a) The TO submits a written VMR. A TO may conduct verbal negotiation in an emergency; however, the TO must submit a written request as soon as possible.
      - (b) Based on the request, MTMC solicits quotes from qualified carriers that perform the requested service. Once all quotes (bids) are received, MTMC reviews the bids and provides the TO a list of responsive bids and provides a recommendation as to the best value carrier based on the solicitation requirements and evaluation factors.
      - (c) The TO reviews the bids submitted and the MTMC recommendation. The TO makes a price reasonableness and best value determination and then awards the traffic. The TO does not have to accept the MTMC recommended carrier. If the TO selects another carrier than the MTMC recommend carrier, the TO must notify MTMC as soon as possible.
      - (d) If the TO selects a carrier other than the low cost carrier, they must document their rationale for their decision in writing and provide a copy to MTMC.

<b>DOMESTIC FREIGHT ROUTING REQUEST AND ORDER</b> <small>(All items must be completed or otherwise explained. See Instructions on back of this page)</small>					
TO (Name, Address and ZIP Code of Routing Authority) CDR, MTMC Operations Center ATTN: MTOP-GD-C 661 Sheppard Place Ft. Eustis, VA 23604-1644			1. REQUESTING AGENCY IDENTIFICATION NUMBER <div style="text-align: center;">249</div>		2. DATE OF REQUEST (YYYYMMDD) <div style="text-align: center;">20030907</div>
FROM (Name, Address and ZIP Code of Requesting Agency) Transportation Officer Crane Army Ammunition Activity Crane, IN 47522-5099			3. DATE SHIPMENT AVAILABLE FOR LOADING <div style="text-align: center;">030912</div>		4. TRANSPORTATION PRIORITY AND REQUIRED DELIVERY DATE <div style="text-align: center;">TP-3      030930</div>
5. F.O.B. CONTRACT TERMS AND EXPIRATION DATE					
6. COMPLETE COMMODITY DESCRIPTION, NSN, AND FREIGHT NOMECLATURE AS SHOWN IN MILITARY FREIGHT CLASSIFICATION GUIDE SYSTEM WITH STCC, AND/OR NMDC ITEM NUMBER, INCLUDING NUMBER AND KIND OF PACKAGES  <div style="text-align: center;">Class C Ammunition, 9MM 64300 -03, UPC 05903, 40 pallets</div>					
7. EQUIPMENT		NUMBER		SIZE	
a. CARS		1		RC2	
b. TRUCKS		2		40	
c. BARGES				AY2	
d. CONTAINERS					
8. GROSS WEIGHT 80,000					
9. TOTAL NUMBER OF CUBIC FEET 4,900					
10. CONSIGNOR (Show actual shipper) <div style="text-align: center;">Crane Army Ammunition Activity, Crane, IN 47522-5099</div>					
11. CONSIGNEE(S) (Name and Address) Transportation Office Fort Hood, TX 76544-5062			12. ORIGIN (Show actual shipping point) Crane, IN SPLC: 376123250		
			13. DESTINATION (Show actual point of delivery) Fort Hood, TX SPLC: 683260250		
14. RAIL CARRIER SERVING			c. PRIVATE		d. IF NO PRIVATE SIDING, INDICATE NEAREST POINT OF DELIVERY
			YES      NO		SPLC: 376125000
a. CONSIGNOR CPRS			X		SPLC: 683267000
b. CONSIGNEE ATSP			X		
15a. IF "TRANSIT FREIGHT" SHOW INBOUND REFERENCES					
(1) (BLOCK 15a information not required)					
(2)					
(3)					
b. DISABILITY COSTS AVAILABLE (See DTR definition)					
X      NO      YES (If "YES," furnish in "REMARKS" below)					
16. REMARKS (Include any other pertinent information, which would affect aggregate delivered costs or selection of carrier or mode.) <div style="text-align: center;">MOTOR – 3M and DO  Sensitive Risk Category IV:  RAIL – DI and MIW</div>					
17. TYPED NAME AND TITLE OF REQUESTOR			18. OFFICE PHONE AND EXT.		19. SIGNATURE
Bill Gazdag Transportation Officer			DSN 482-0000		<i>Bill Gazdag</i>
1 <sup>st</sup> ENDORSEMENT (Valid for 30 days unless otherwise indicated)					
20. TO:			21. DATE OF RESPONSE (YYYYMMDD)		22. ROUTE ORDER NUMBER (Must be shown on each BILL OF LADING)
23. ROUTES AUTHORIZED FOR SHIPMENT(S)					
24. APPLICABLE RATE INFORMATION			25. REMARKS		
RATE(S) (Cents per 100 lbs.) a.	MINIMUM WEIGHT (Pounds) b.	TARIFF OR OTHER AUTHORITY c.			
			26. NAME AND TITLE OF ISSUING OFFICER (Please type)		
			27. SIGNATURE OF ISSUING OFFICER		

DD FORM 1085, SEP 1998, (EG)

PREVIOUS EDITION IS OBSOLETE

Figure 201-1. DD Form 1085, Domestic Freight Routing Request and Order

- (2) Electronic Spot bid (Spot bid on the web). An integrated electronic rate quoting process. This process allows a TO to post a shipment electronically on the MTMC website. DOD qualified carriers can submit rates in response to the posted requirement. The TO selects the best value carriers offer and awards the traffic electronically.
    - (a) Spot bid on the web is suitable for all types of freight movements, to include over-dimensional, overweight shipments, and less-load shipments. The system supports shipments where no existing tender is on file, repetitive shipments, and VMRs.
    - (b) All submitted bids reflect an all-inclusive expense representing linehaul, accessorial, protective services plus any additional charges.
    - (c) TOs will compare rates provided by the carriers with rates on file with GFM and make a price reasonableness and best value determination.
    - (d) If the TO does not select the low cost carrier, the TO must document their reasons for nonselection of the low cost carrier and provide a copy to MTMC.
    - (e) The TO must comply with the MTMC Spot Bid Business Rules.
    - (f) The TO will award the traffic by issuing a BL.
    - (g) For Spot Bid Business Rules on ETA, go to:  
<http://www.mtmc.army.mil/CONTENT/1500/spotbidrules.pdf>.
  - c. Long-Term types. Special tenders are also known as Standing Route Order (SRO). An SRO is a request for tender with rates that remain in effect for a specific time period for a particular route or shipment(s). Usually, an SRO involves a volume of traffic that moves in separate shipments over a period greater than 89 days but not to exceed 365 days.
    - (1) The TO submits a VMR and any other relevant information concerning the transportation and related services to MTMC. It is critical that the TO and MTMC work together to obtain the best rates and service.
    - (2) After MTMC receives the request and all necessary requirement information, it solicits all qualified carriers that provide the required service to submit quotes.
    - (3) Once bids are received, MTMC reviews and determines which are responsive and provides a list that ranks the responsive bids based on the best value evaluation to the TO.
    - (4) The TO will compare rates provided by the carriers with rates on file with GFM and make a price reasonableness and best value determinations.
    - (5) The TO selects a primary carrier and alternative carriers to offered future shipments based on their SRO quote.
    - (6) If the TO does not select the low cost carrier, the primary carrier, or the next low cost carrier as the alternates, then the TO must document their reasons for nonselection of the low cost carriers and provide a copy of their reasons to MTMC.
    - (7) The TO awards the traffic and creates the contract by issuing a BL.
4. Protests. The General Accounting Office generally does not consider protests of transportation procurements using tender rates. To ensure the fairness of the tender procurement process, MTMC will investigate and attempt to resolve any valid issues. Carriers must send preaward protests to MTMC or the TO, who made the award, before the awarded carrier begins to provide any transportation or any related services for the shipment. The TO will issue a post award protest decision. Untimely filing by a carrier will result in the denial of the protest.

5. Payment Disputes. (31 U.S.C. § 3726, 40 U.S.C. § 486 and 41 CFR Part 102-118). The TO and/or MTMC will attempt to resolve all transportation disputes. If the TO or MTMC cannot resolve the dispute, they can forward all relevant documents to the General Services Administration, Federal Supply Service, Audit Division (FBA), 1800F Street NW, Washington, DC 20405 for a determination IAW 41 CFR Part 102-118.315, Transportation Payment and Audit.

## **O. GOVERNMENT/MILITARY-OWNED OR ORGANIC ASSETS**

DOD will maintain and operate in peacetime only those owned or controlled transportation resources, including assets leased or chartered for periods greater than 90 days, needed to meet approved DOD emergency and wartime requirements that cannot be met readily from commercial transportation sources. (For OCONUS the requirement for non-availability of commercial transportation may not apply). Use these transportation resources during peacetime as efficiently as possible to provide essential training for operational personnel, and to meet logistics needs consistent with fostering the development of militarily useful commercial capabilities. Use commercial carriers for requirements in excess of DOD capability. DOD-owned or controlled transportation resources will be used for official purposes only.

## **P. TRANSPORTATION FACILITIES GUIDE (TFG)**

1. TOs (CONUS and OCONUS freight TOs as listed in Appendix H) are required to update their TFG record as follows:
  - a. On a semi-annual basis for secure holding areas.
  - b. On an annual basis for installations not participating in the secure holding area program.
  - c. Immediately whenever critical operational changes are made, such as:
    - (1) Changes in operating hours.
    - (2) Installations closures, e.g., holiday closure or inventory closure.
2. The MTMC Operations Center will update secure holding area information on an as-needed basis when the information is not current.
3. Proposed revisions that would modify terms of delivery, delay receipt, or increase transportation costs must be approved at major command level and coordinated with shipper Service HQs prior to or initiating any online changes.
4. An online tutorial is provided on the TFG web site at <https://eta.mtmc.army.mil>. Once at the Electronic Transportation Acquisition (ETA) site, click General, Transportation Facilities Guide Update, and the second tab is the Tutorial. The tutorial provides users with step-by-step procedures to use the TFG application system to update records.
5. TOs are required to provide MTMC (MTOP-GD-C) a notice 90 days in advance of ceasing their transportation operations to ensure TFG entries, Bill of Lading Office Codes (BLOCs), and commercial industry products supporting the DOD are updated or deactivated accordingly.

## **Q. SWITCHING OR CUSTOMER SIDETRACK AGREEMENTS**

These are operational agreements that define the rights and obligations of carriers and their customers in the performance of transportation over the trackage owned by the customer. They are normally matters that are the subject of tariff provisions and are in the realm of general law. When it is determined that a formal agreement is in the best interest of the Government, a formal switching or customer sidetrack agreement will be established with the railroad.

1. Agreements.
  - a. A switching or customer sidetrack agreement is a written agreement stating the terms under which the connecting railroad will operate over a customer's trackage. It is written to suit the circumstances of a particular location and is normally accompanied by a diagram illustrating the location of the trackage referred to in the agreement and delineating boundaries of ownership and operation, locations where inbound cars will be delivered and outbound cars picked up. Switching or customer sidetrack agreements, between a railroad and its customer, should not be confused with trackage rights agreements, which are between two railroads.
  - b. A trackage rights agreement is a written agreement between railroad carriers allowing one railroad to operate over a section of trackage owned by another railroad. The railroad having trackage rights may or may not have the right granted to it in the agreement to serve customers located along the trackage over which it has rights. Trackage rights agreements, between two railroads, should not be confused with switching or customer sidetrack agreements, which are between a railroad and a customer.
2. DOD Military Installations, MTMC, Army Corps of Engineers, and Naval Facilities Engineering Command Headquarters, NAVFAC Engineering field Divisions and Engineering Field Activities (Real Estate Divisions) are directly involved in military installations requiring rail service. Military installations may be required to enter into a switching or customer sidetrack agreement or amend an existing agreement with the servicing railroad(s) due to some of following changes: ownership and maintenance, reductions or enlargements, operation, liability, right of entry, clearances, terms of agreement, termination, ordering of services, rate schedule, or tariff changes
3. Responsibilities:
  - a. The TO will conduct initial negotiations with carriers for switching or customer sidetrack agreements. In preparing an agreement, the TOs. will ensure that the provisions do not involve items requiring a FAR procurement contract. Request assistance through the applicable shipper service HQ to the Commander, MTMC Operations Center, ATTN: MTOP-GD-BP, 661 Sheppard Place, Fort Eustis, VA 23604-5000 when differences with carriers cannot be satisfactorily resolved. Forward new or revised agreements, prior to execution, through the applicable shipper service HQ to the Commander, MTMC Operations Center, ATTN: MTOP-GD-BP, 661 Sheppard Place, Fort Eustis, VA 23604-5000 for review and approval.
  - b. MTMC will provide advisory and negotiation support to T.O. in establishing or renegotiating a switching or customer sidetrack trackage agreement.
  - c. MTMC will review the agreement and concur before finalization of any agreement.

## **R. DTR PROGRAM ADMINISTRATION**

1. DTR maintenance responsibilities.
  - a. The DOD DTR Administrator:
    - (1) Performs directive analysis functions in coordination with the Services/Agencies.

- (2) Recommends improvements and additional policies.
- (3) Resolves issues concerning procedural matters within 30 days after receipt of all comments.
- (4) Develops, publishes, and maintains this regulation in a current status. This includes the responsibility to:
  - (a) Evaluate and coordinate change proposals with the Services/Agencies.
  - (b) Disseminate to Services/Agencies a status of all change proposals that have not been approved for publication.
  - (c) Ensure compatibility of DTR procedures with those of the other Defense Logistics Standard Systems (DLSS) and related DOD logistics task groups, prior to final coordination with the Services/Agencies.
- (5) Reviews and coordinates with Services/Agencies all requests for policy and procedures deviations and exemptions.
- (6) Establishes an Oversight Working Group. The Oversight Working Group will be composed of members from the Departments of the Army, Air Force, and Navy; the US Marine Corps; the US Coast Guard; the DLA; the DCMA (non-voting); and the GSA (non-voting). The Oversight Working Group will be chaired by USTRANSCOM. The Oversight Working Group members will be at the O-6/GS-15 level, as designated by the Service or Agency HQ. The Oversight Working Group will meet on a quarterly or as needed basis. Except as noted, each Oversight Working Group member will have an equal vote in matters pertaining to changes to the DTR. Oversight Working Group members will designate an alternate to represent their organization in their absence. The action of the alternate will be equivalent to that of the primary member being represented.
- (7) Establishes Action Officer (AO) Working Groups for each of the individual parts of the DTR. These Working Groups will be composed of members from the Departments of the Army, Air Force, and Navy; the US Marine Corps; the US Coast Guard; the DLA; the DCMA; and the GSA. Each of the Working Groups will be chaired by USTRANSCOM. The AO Working Groups will identify and evaluate issues pertaining to transportation operating procedures and automated systems for the effective and efficient transportation of DOD assets through the DTS and will propose and coordinate changes required to the DTR. An emphasis will be placed on the use of electronic communication, e.g., e-mail, or conference call to minimize travel and maximize issue visibility. To that end, a listing of POC e-mail addresses for each individual AO Working Group will be maintained by USTRANSCOM and disseminated among the individual groups. This will allow maximum usage of e-mail and will allow everyone in the individual AO Working Group to be included in electronic correspondence regarding issues. The AO Working Group will meet as required to work/resolve difficult issues. The individual members of these groups will be expected to obtain coordination/approval regarding issues pertaining to their portion of the DTR from their respective Oversight Working Group representative. All issues that cannot be resolved in the AO Working Group will be elevated to the Oversight Working Group for resolution.



b. DTR Oversight Working Group and AO Working Group.

- (1) The following offices have been designated as members of the Oversight Working and AO Working Group for this Regulation:

United States Transportation Command	US Transportation Command ATTN: TCJ5-PT 508 Scott Drive Scott AFB, IL 62225-7001
Army	Commander US Army Materiel Command ATTN: AMCOPS-SLA 5001 Eisenhower Avenue Alexandria, VA 22333-0001
Navy (Part II, Cargo Movement, Part III, Mobility, Part V, Customs)	Commanding Officer Naval Transportation Support Center ATTN: Code 02 1837 Morris St Norfolk, VA 23511-3492
Navy (Part I, Passenger)	Department of the Navy Office of the Chief of Naval Operations N413B 2000 Navy Pentagon Washington, DC 20350-2000
Navy (Part IV, Personal Property)	Commander Naval Supply Systems Command SUP 53 5450 Carlisle Pike P.O. Box 2050 Mechanicsburg, PA 17055-0791
Air Force	Commander Air Force Materiel Command ATTN: LSO/LOT 5215 Thurlow Street, Bldg 70, Suite 5 Wright Patterson AFB, OH 45433-5540
Marine Corps	Commandant of the Marine Corps Headquarters, United States Marine Corps 2 Navy Annex (Code LPD-1) Washington, DC 20380-1775
Coast Guard	US Coast Guard Headquarters G-SLP (Room 6216) 2100 2nd Street, SW Washington, DC 20593-0001
GSA (Non-voting)	General Services Administration Federal Supply and Services ATTN: FSDW Washington, DC 20406

DLA

Defense Logistics Agency  
ATTN: J-3733 Rm. 4234  
8725 John J. Kingman Rd  
Fort Belvoir, VA 22060-6221

DCMA  
(Non-voting)

Defense Contract Management Agency  
DCMA-OCT  
6350 Walker Lane, Suite 300  
Alexandria, VA 22310-5000

(2) The AO Working Group will:

- (a) Provide the DOD Component or participating organization position and have the authority to make decisions regarding procedures for implementing approved DOD policy.
- (b) Ensure liaison with the DOD DTR Administrator and other Services/Agencies.
- (c) Evaluate all suggested DTR changes and related beneficial suggestions originating in that Service/Agency. When the suggestion is worthy of adoption, the AO Working Group submits it as a change proposal to the DOD DTR Administrator, as outlined in Paragraph R.2.a. Suggested changes received directly by the DOD DTR Administrator are forwarded to the AO working group members for review and evaluation.
- (d) Submit recommended change proposals to the DOD DTR Administrator in the format prescribed in Paragraph R.2.a.
- (e) Develop and submit to the DOD DTR Administrator a single, coordinated position on all proposed changes within the specified time (normally 30 days).

2. Administering changes to the DTR.

a. DTR AO Working Group members will submit proposed changes to the DOD DTR Administrator. Proposed changes will contain:

- (1) Subject: Include DTR part number, page number, and paragraph and/or sub-paragraph or Appendix.
- (2) Issue: Explain the issue in detail and include possible interface and impacts on existing Logistic Systems.
- (3) Recommendation: Provide proposed wording for the regulation.
- (4) Justification: Include justification and identify known advantages and disadvantages of the proposed change.
- (5) Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Also identify any other known resource costs associated with the proposed change.

b. The DOD DTR Administrator staffs proposed changes.

- (1) Proposed changes will be submitted to the proper USTRANSCOM AO Working Group POC via e-mail.
- (2) All proposed changes will be evaluated prior to staffing. The evaluation of a proposed change will include, but not be limited to, the necessity, accuracy, validity, and urgency of the change.

- (3) The USTRANSCOM AO Working Group POC will assign a unique tracking number to the proposed change. Changes will be annotated on a spreadsheet, by tracking number, and provided to the individual AO Working Group members.
- (4) USTRANSCOM POC will distribute the proposed change set quarterly to the entire AO Working Group via e-mail for review and coordination. Changes impacting electronic commerce will be coordinated with the Joint Electronic Commerce Project Office.
- (5) The AO Working Group members will have 30 calendar days to respond to the proposed quarterly change set. If the individual Working Group POC feels that the issue requires coordination with a field activity, it will be up to that Working Group POC to ensure a response is submitted within the 30-calendar day window. This time frame will be strictly adhered to in order to expedite the change process.
- (6) All responses should be information-copied to all of the other AO Working Group members plus the appropriate member of the Oversight Working Group to ensure maximum issue visibility. Responses should be coordinated with the appropriate member of the Oversight Working Group and be in the form of a concurrence, a formal request for extension of suspense, or a non-concurrence.
- (7) When an issue cannot be resolved within the AO Working Group, the issue will be forwarded to the Oversight Working Group as an agenda item for resolution.
- (8) Upon approval of changes, USTRANSCOM will publish changes. Formal changes will be included in a rewritten publication and released once every two years.

## **S. CONTRACTING SUPPORT POLICY FOR TRANSPORTATION ACTIVITIES**

1. This paragraph establishes an interface between transportation and contracting and stipulates policies and procedures related to transportation support of contracting for the movement of Government material from contractor and vendor plants to overseas destinations.
2. The FAR directs Procuring Contracting officers to obtain traffic management advice and assistance prior to contract award. It is essential that a liaison be established between the two activities to produce the best possible contractual instrument, clearly defining the responsibilities of the contractor and the Government.
3. The acquisition process should involve the customer and transportation service providers early in and throughout the transportation acquisition process. The involvement of transportation providers will be accomplished in a fair and equitable manner; care will be taken not to favor some firms in an industry over others.
4. It is the DOD policy to procure transportation and related services using streamlined “best value” acquisition processes. See definition of “Best Value.”
5. All DOD contracts must include, as a minimum, the following transportation instructions:
  - a. All shipments moving within the DTS must comply with the DTR.
  - b. All shipments must comply with ITV requirements by providing movement data to GTN via EDI using ANSI X12 codes IAW DOD timeliness criteria or best business reporting procedures.
6. All shipments will comply with DOD AIT standards. As a minimum, shipments must contain 2D bar coding.

7. All planeload/shipload movements going to an OCONUS destination (prior to movement) must be cleared through the USTRANSCOM JMOC by calling Commercial: 618 229-1698 or DSN: 779-1698.
8. All export OCONUS shipments entering the DTS, except for materiel moving direct to the customer by commercial carrier, must be precleared using an ATCMD(s) through the sponsoring shipper Service clearance authority. If in doubt concerning clearance requirements, contact the USTRANSCOM JMOC at Commercial: 618 229-1698, DSN: 779-1698 or toll free: 866 622-2875.

## CHAPTER 202

### CARGO ROUTING AND MOVEMENT

#### A. GENERAL

This chapter provides routing and general provisions for DOD worldwide cargo movement by rail, motor, air, freight forwarder, pipeline, intermodal systems, drive-away and tow-away service, and water (inland waterway, coastal, and inter-coastal) carriers. Additional information can be found by consulting the appropriate MTMC Freight Traffic Rules Publication, which can be found at <http://www.mtmc.army.mil/> and then select Publications, Freight/Cargo, and Air/Land.

#### B. ROUTING AUTHORITY

1. Except as shown in Paragraphs B.2 through B.5 below, TOs may route general commodity shipments by motor, rail, and air, as described in Paragraphs B.1.a and B.1.b, below, using best value principles and in compliance with DOD and Service traffic management policy. TOs have three routing procedure options, as specified in Paragraphs B.1.a and B.1.b. Only qualified carriers having Tender of Freight Services approved by HQ MTMC or HQ AMC within the GFM system and the DOD Blanket Purchase Agreement (BPA) for small package express services under the GSA Multiple Award Schedule (MAS) are authorized for use when routing cargo. Only carriers that use the PowerTrack payment system are eligible for freight traffic awards and are considered a best value. The freight traffic awards should be consistent with the elements of best value, to include service, past performance, and cost requirements. Tenders used for routing air cargo must contain a HQ AMC approval stamp, in addition to the MTMC Operations Center stamped distribution number. When air Tenders do not meet the need of the freight shipping requirements, the GSA MAS is available as another means in shipping domestic heavyweight freight in excess of 150 pounds.
  - a. Activities with automated capabilities may obtain route orders using the automated system routing request formats.
  - b. TOs that require manual processing:
    - (1) May elect to maintain a complete file of authorized tenders for use in routing general commodity shipments locally without MTMC involvement. A TO desiring to maintain a complete file of tenders may contact the MTMC Operations Center for assistance in obtaining a list of carriers serving their location. Orders placed by TOs under this election will require data to be separately entered into the billing/payment process through an approved/supporting EDI.
    - (2) If not electing to maintain a complete file of authorized tenders for routing locally, to obtain routing, submit a DD Form 1085 (See Figure 201-1) to the MTMC Operations Center IAW Paragraph C below. The TO may also obtain routing by submitting an electronic request using MTMC's Web-based ETA system. ETA access may be obtained through MTMC's Web site at <https://eta.mtmc.army.mil/>.
2. The following shipment and commodity exceptions require a routing request IAW Paragraph C:
  - a. Articles listed in International Civil Aviation Organization Technical Instruction or 49 CFR, Transportation, Parts 100-185.
  - b. Class/Division 1.1, 1.2, 1.3, and 1.4 ammunition and explosives; 2.3 Poisonous by Inhalation (PIH) poisonous materials; and 7 radioactive materials Yellow III label.

- c. SECRET material. Unless moving under procedures developed for shipping SECRET materiel by cleared DOD BPA for small package express services under the GSA contract small package express carrier. (See Chapter 205, Paragraph T.)
  - d. CONFIDENTIAL material weighing 10,000 pounds or more. CONFIDENTIAL materiel may be moved via the DOD BPA for small package express services under the GSA MAS when the material meets contract criteria.
  - e. Bulk liquids and gases.
  - f. Empty towable tank trailers.
  - g. Vehicles in drive-away or tow-away service.
  - h. Shipments and/or commodities requiring special handling. (See Paragraph C.)
  - i. Shipments made in DFRIF equipment. (See Paragraph Q.)
  - j. Shipments of any commodity of 25 CLs, 25 TLs, or weighing 500,000 pounds or more. (See Chapter 201, Paragraph L.)
  - k. Shipments for which there are no MTMC- or AMC-approved tenders.
  - l. Shipments under a TPS.
- 3. TOP SECRET shipments are routed by the Defense Courier Service (DCS), IAW Department of Defense Directive 5200.33, Defense Courier Service (DCS).
  - 4. Export shipments are routed IAW this chapter.
  - 5. Air shipments funded by the Services must be made IAW applicable Service instructions and published guidance.
  - 6. Carriers must file their rates and services electronically on a MT Form 364-R, Department of Defense Standard Tender of Freight Services, Figure 202-1, when a MTMC Freight Traffic Rules Publication is in effect. In routing traffic, only tender rates governed by MTMC rules publications will be considered.



<b>DEPARTMENT OF DEFENSE STANDARD TENDER OF FREIGHT SERVICES</b>	<b>OMB APPROVAL NUMBER</b> 0704-0261 Expires 21 July 2001
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The public reporting burden for this collection of information is estimated to average 45 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports (0704-0261), 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number. Please DO NOT RETURN your form to the above address. If tender is for motor or rail, send your completed form to Commander, MTMC DEPLOYMENT SUPPORT COMMAND BAYONNE, ATTN: MTEOP-QTR, BLDG 82, RM 142, Bayonne, NJ 07002-5302. Air tenders should be sent to HQ, Air Mobility Command, ATTN: DOYAB, 402 Scott Drive, Unit 3A1, Scott Air Force Base, IL 62225-5302.

**SECTION A - CARRIER INFORMATION**

1. ISSUING CARRIER: \_\_\_\_\_ SCAC: \_\_\_\_\_  
 STREET ADDRESS: \_\_\_\_\_  
 CITY: \_\_\_\_\_ STATE: \_\_\_\_ ZIP CODE \_\_\_\_\_
2. TO ARRANGE MOVES, TELEPHONE: ( ) \_\_\_\_\_ ( ) \_\_\_\_\_
3. MODE: \_\_\_\_\_
4. TENDER NUMBER: \_\_\_\_\_ SUPPLEMENT: \_\_\_\_ 5: (RESERVED)
6. CANCELS: \_\_\_\_\_
7. IF THIS IS A SUPPLEMENT, USE "X" TO NOTE ITS EFFECT: \_\_\_\_ ADD \_\_\_\_ DELETE \_\_\_\_ INCREASE \_\_\_\_ DECREASE \_\_\_\_ CHANGE  
 NATURE OF CHANGE: \_\_\_\_\_
8. ISSUE DATE: \_\_\_\_\_ 9. EFFECTIVE DATE: \_\_\_\_\_ 10. EXPIRATION DATE: \_\_\_\_\_  
 Y Y Y Y M M D D                      Y Y Y Y M M D D                      Y Y Y Y M M D D
11. APPLICATION: \_\_\_\_\_ ("X") INTERSTATE \_\_\_\_\_ INTRASTATE (POST OFFICE STATE CODE)
12. OPERATING AUTHORITY: \_\_\_\_\_
13. TYPE EQUIPMENT OFFERED: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
14. COMMODITIES: CLASSIFICATION USED: \_\_\_\_ NMFC \_\_\_\_ UFC \_\_\_\_ DOD UNIQUE  

NUMBER	DESCRIPTION
15. RELEASED VALUE: ( ) RATES QUOTED ARE SUBJECT TO A RELEASED VALUE NOT TO EXCEED \$ \_\_\_\_ . \_\_\_\_ PER POUND PER ARTICLE (VEHICLE) AS PREPARED FOR SHIPMENT, EXCEPT AS PROVIDED IN ITEM 190 (RELEASED VALUE) OF THE APPLICABLE MILITARY FREIGHT TRAFFIC RULES PUBLICATION. (NOT APPLICABLE TO GT TENDERS.)
16. INDICATE WITH "X" IF THESE PARTS ARE INCLUDED IN THIS TENDER: SECTION D \_\_\_\_; SECTION E \_\_\_\_; TABLE E \_\_\_\_;  
 TABLE F \_\_\_\_; SECTION E-1 \_\_\_\_, SECTION F \_\_\_\_, SECTION G \_\_\_\_, SECTION H \_\_\_\_, SECTION I \_\_\_\_; SECTION J \_\_\_\_;  
 SECTION K \_\_\_\_; APPENDIX A \_\_\_\_ (RAIL ONLY) APPENDIX B \_\_\_\_
17. TENDER DISTRIBUTION: \_\_\_\_ LESS LOAD \_\_\_\_ LOAD \_\_\_\_ ANY QUANTITY

**Figure 202-1. MT Form 364-R, Department of Defense Standard Tender of Freight Services**

## C. ROUTE ORDER

1. Domestic Route Order (DRO) requests will be submitted to the MTMC Operations Center. To facilitate minimum processing time, authorized automated computer systems should be used to initiate the routing process. Submit a DRO request for a routing within the CONUS or between a CONUS point and a Canadian point. International Route Order (IRO) requests within or between theaters will be submitted to the MTMC Operations Center or the theater CDR. For the CONUS, a DD Form 1085 should only be used on an exception basis. These requests may be submitted by FAX, e-mail, or authorized automated computer systems. If a DD Form 1085 is submitted via fax or e-mail, allow three business days for processing. Figure 201-1 contains a sample of a completed DD Form 1085. DD Form 1086, Export Traffic Release Request, (ETRR) Figure 202-2, will be used for shipments moving from the CONUS to OCONUS. When a DRO is no longer required, notify the MTMC Operations Center.
2. SRO requests will be submitted to the MTMC Operations Center or the theater CDR for repetitive shipments over a specific time period and are valid for up to one year. When a SRO is no longer required, notify the MTMC Operations Center or the theater CDR.
3. Requests for DRO/IRO/SRO amendments will be submitted to the MTMC Operations Center or the theater CDR using DD Form 2017, Route Order Amendment, Figure 202-3, an authorized automated format, or a form designated by the theater CDR.
4. The MTMC Operations Center or the theater CDR will provide a DRO request response with carrier selections and routing instructions within four hours (regardless of Transportation Priority (TP)) for all requests submitted via electronic means. For manually submitted requests, carrier selections and routing instructions will be provided within three business days. DROs are effective for 15 days. DRO amendment requests will be answered within timeframes noted for initial DRO request submission. Requests for IROs will be responded to within 10 days and emergency IROs within 24 hours. Requests for SRO will be coordinated directly with the origin shipper.
5. Three-digit Routing Instruction Notes (RINs) are included in a DRO or SRO. See Appendix B for explanatory plain language notes corresponding to each 3-digit RIN.
6. Route order number codes are shown in Table 202-1.
7. DRORs for shipments of Arms, Ammunition, and Explosives (AA&E) where a Security Escort Vehicle is required will be submitted through automated shipper systems no later than 48 hours prior to the shipment pickup. Any emergency shipment of AA&E where 48 hours notice does not support mission requirements, must be immediately coordinated with the MTMC Command Operations Center at Commercial: 757 878-8141/7555 or DSN: 826-8141/7555.





ROUTE ORDER AMENDMENT			1. DATE OF REQUEST (YYYYMMDD)	
<b>PART I - REQUEST FOR AMENDMENT</b>				
2. TO: (MTMC routing authority)		3. FROM: (Name, address and ZIP code of requesting agency)		
4. ROUTE ORDER NUMBER	5. IDENTIFICATION NUMBER (Requesting agency)	6. TYPE OF MOVEMENT (X) <input type="checkbox"/> RAIL <input type="checkbox"/> MOTOR <input type="checkbox"/> OTHER _____		
7. CONSIGNOR (Show actual shipper)		8. CONSIGNEE (Name and address)		
9. ORIGINAL CARRIER(S)		10. AMENDED CARRIER(S)		
11. ORIGINAL SCHEDULED DEPARTURE DATE (YYYYMMDD)	12. VESSEL INVOLVED (X) <input type="checkbox"/> YES <input type="checkbox"/> NO	13. AMENDED DEPARTURE DATE (YYYYMMDD)	14. DATE VESSEL COMES ON BERTH (YYYYMMDD)	
15. COMPLETE COMMODITY DESCRIPTION				
16. REMARKS (Reason for amendment)				
17. REQUESTER				
a. TYPED NAME (Last, First, Middle Initial)	b. TITLE	c. TELEPHONE NUMBER (Include Area Code)	d. SIGNATURE	
<b>PART II - CONFIRMATION OF AMENDMENT</b>				
18. TO: (Requesting agency)		19. FROM: (MTMC routing authority)		
20a. ROUTED BY (Name of MTMC technician)	b. TELEPHONE NUMBER (Include Area Code)	21a. CONFIRMED BY (Name)	b. TELEPHONE NUMBER (Include Area Code)	
22. DATE ROUTING COMPLETED (YYYYMMDD)		23. DATE OF CONFIRMATION (YYYYMMDD)		
24. REMARKS (Rate/Route - Tariff/Tender authority)				
25. ISSUING OFFICER				
a. TYPED NAME (Last, First, Middle Initial)	b. TITLE	c. TELEPHONE NUMBER (Include Area Code)	d. SIGNATURE	

DD FORM 2017, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

Figure 202-3. DD Form 2017, Route Order Amendment

AT4TEIN055		SHIP RESPONSE – AMENDMENT		1 (AUTOFAX) Page: 1 of 4	
Date: 07/07/03					
*****					
Route Order: 1YBAACASUN		Regular ID: N0016D00596		Group Number: 1	
Requestor Name: CARLOS BANT TP1		Phone: 410 293-9297		Fax: 410 293-3384	
Route Information:				Available Date: 07/14/03	
Origin: 236830290		US NAV ACAD MD		SPLC miles: 2717	
Destn: 884169290		NCBC PRT HUENEME CA		Total miles: 2717	
Total QNTY: 35000 Pounds		POC: Brow, Thomas		Phone: 201 823-5767	
*****					
***	When more than one carrier can provide the required Service at the				***
***	same delivered cost, distribute traffic equitably				***
-----					
Equipment: AE2		Commodity: 190190		Request: 776081	
-----					
1.	HUNA HUNT TRANSPORTATION		Mode: g FS: D%		Phone: 800 245-4868
	Tender: 000007 00 EPF: 09/23/01		EXP: 09/22/03		Phone: 402 331-0660
	Route: MD - CA		EQP: AE2		Commodity: 190190
	SVC: Cost	SVC Cost	SVC Cost	SVC Cost	SVC Cost
	Linehaul Cost: 3749.46		Permit Cost:		MISC Cost:
	REN5 : 141 – 1		,111, 131, 319, 337, 355		
	Remarks: \$1.38.PM		@40,000 LBS.		
	ADD RIN 117 (\$20M) TO ALL CARRIERS ON THIS ORDER				
-----					
2.	RTTA R.T. TRANSPORTATION, INC.		Mode: Q PS:08		Phone: 708 361-3353
	Tender: 000031 DD REF: 10/29/01		EXP: 10/29/03		Phone 800 323-5750
	Route: SC - SC		EQP: AE2		Commodity: 190290
	SVC: Cost	SVC Cost	SVC Cost	SVC Cost	SVC Cost
	Linehaul Cost: 3776.63		Permit Cost:		MISC Cost:
	REN5 : 141 – 1		,111, 131, 319, 337, 355		
	Remarks: \$1.39.PM				

**Figure 202-3. DD Form 2017, Route Order Amendment (Cont'd)**



**Table 202-1. Route Order Number – Codes and Structure**

<p><b>POSITION 1 - Issuing Office:</b></p> <p>1 – MTMC Operations Center  7 - Transportation Officer  9 - Headquarters MTMC</p> <p><b>POSITION 2 - Type of Route Order:</b></p> <p><b>Door-to-Door Contract:</b></p> <p>A - Base Realignment  B - Bulk Liquid  D - Other Movement  J - Development  L - Volume Movement  O - Exercise  P - Redeployment/Retrograde  S - Standing Route Order  T - Emergency Procedure  V – Contractor/Vendor  X - Military Impedimenta</p> <p><b>Negotiated:</b></p> <p>C - Base Realignment  E - Bulk Liquid  F - Other Movement  G - Foreign Military Sales  H - Deployment  K - Volume Movement  M - Redeployment/Retrograde  N - Standing Route Order  Q – Contractor/Vendor  R - Military Impedimenta  I – Exercise</p> <p><b>Non-Negotiated:</b></p> <p>U - Base Realignment  W - Bulk Liquid  Y - Other Movement  Z - Foreign Military Sales  2 - Deployment  3 - Emergency Procedure  4 - Volume Movement  5 - Redeployment/Retrograde  6 - Standing Route Order  7 - Exercise  8 - Contractor/Vendor  9 - Military Impedimenta</p>	<p><b>POSITION 3 - Transportation Mode</b></p> <p>A – Bus  B - Truck  D - Pipeline  E - Rail  F - Rail TOFC/COFC  G - Rail TOFC/COFC Plan 3  H - Rail TOFC/COFC Plan 4  K - Air Freight  L - Air Freight Forwarder  M - Air Taxi  N - Surface Freight Forwarder  O - Water  P - Shipper Association  Q - Shipper Agent  R - Package Express  S - Drive-away Service  T - Tow-away Service  U - Drive-away/Tow-away Service  V - Water-Pipeline Intermodal Movements  W - Shipper Agent (Truck/Rail/Truck)  X - Shipper Agent (Truck)</p> <p><b>POSITION 4-9 - Unique Identifier Assigned by GFM Host</b></p> <p><b>POSITION 10 - Military Service</b></p> <p>A - Army  B - Defense Mapping Agency  D - Any Service  F - Air Force  M - Marine  N - Navy  P - Coast Guard  S - Defense Logistics Agency  U - GSA  W - Army/Air Force Exchange Service  Y – Non-DOD (Except Coast Guard)</p>
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#### **D. EXCEPTION**

Exceptions to assignment of routing authority and other routing procedures are granted by MTMC or the theater CDR during national, regional, or local emergencies. (See Chapter 201.)

#### **E. CUSTOMS**

1. TOs must comply with customs laws and agreements of the countries in which cargo is being either imported or exported. For US customs procedures, see 15 CFR, Commerce and Foreign

Trade, for export requirements; 19 CFR, Customs Duties, for import requirements; and this Regulation, Part V, Department of Defense Customs and Border Clearance Policies and Procedures for DOD requirements. Customs information is available through the USTRANSCOM Web site at <https://business.transcom.mil/>. Click on CUSTOMS on the left side of the page.

2. Applicable customs forms must accompany US Forces international and intratheater cargo to ensure shipments are not delayed and are exempted from import or export duties.
3. Shipments to Canada fall into two different categories: US Government-owned or items procured by the Canadian Department of National Defense (DND).
  - a. When shipping materiel that is US Government-owned, which will remain so while in Canada, the BL will be annotated with the following statement: “Free entry under Canadian customs, Tariff Item No. 9810.00.00. Value for Canadian customs purposes \$ (dollar amount).” When a US military vehicle is carrying this shipment, no other documentation is required other than an additional copy of the vehicle manifest for Canadian customs purposes, which must be presented to Canadian customs upon entry. When using commercial vehicles and the shipment is consigned to either a US unit co-located with a DND unit or directly to a DND unit, a copy of the BL accompanied with additional information detailing which commercial carrier is being used and where and when this shipment will enter Canada will be faxed to National Defense Headquarters (NDHQ) Customs Commercial: 613 995-2287. If necessary, contact the Customs section at either Commercial: 613 995-0834 or Commercial: 613 996-0290.
  - b. When shipping items procured by the DND, a Form 7525V, Shipper’s Export Declaration (SED), Figure 202-4, (<http://www.census.gov/foreign-trade/regulations/forms/index.html>) is required complete with references to each DD Form 1348-1A, Issue Release/Receipt Document (Document Identification (ID), description, and value), Figure 202-5. The SED Form 7525-V must be on buff (yellow) or goldenrod colored paper, Customs will not accept SEDs on white paper. The US Census Bureau and the US Customs Service jointly offer an electronic method for filing SED information known as the Automated Export System (AES). Once certified by the Census Bureau, participants may file shipper’s export data electronically using the AES in lieu of filing an individual paper SED for each shipment. The Census Bureau also offers a free Internet service for filing SED information through the AES called AESDirect. For additional information on AES and AESDirect go to the Foreign Trade Division web sites at <http://www.census.gov/foreign-trade> or <http://www.aesdirect.gov>. A copy of the SED and each DD Form 1348-1A will be attached to the BL and another will be attached to Box 1 of each shipment. The hired carrier must be Canada customs bonded. All shipments are to be delivered “In Bond” to their destination for Canadian customs clearance at the destination by the DND broker.

U.S. DEPARTMENT OF COMMERCE — U.S. CENSUS BUREAU — Economics and Statistics Administration — BUREAU OF EXPORT ADMINISTRATION								
FORM <b>7525-V</b> (7-25-2000)		<b>SHIPPER'S EXPORT DECLARATION</b>		OMB No. 0607-0152				
1a. U.S. PRINCIPAL PARTY IN INTEREST (USPPI) (Complete name and address)			2. DATE OF EXPORTATION					
ZIP CODE								
3. TRANSPORTATION REFERENCE NO.								
b. USPPI EIN (IRS) OR ID NO.		c. PARTIES TO TRANSACTION <input type="checkbox"/> Related <input type="checkbox"/> Non-related						
4a. ULTIMATE CONSIGNEE (Complete name and address)								
b. INTERMEDIATE CONSIGNEE (Complete name and address)								
5. FORWARDING AGENT (Complete name and address)			6. POINT (STATE) OF ORIGIN OR FTZ NO.					
7. COUNTRY OF ULTIMATE DESTINATION								
8. LOADING PIER (Vessel only)		9. METHOD OF TRANSPORTATION (Specify)				14. CARRIER IDENTIFICATION CODE		15. SHIPMENT REFERENCE NO.
10. EXPORTING CARRIER		11. PORT OF EXPORT				16. ENTRY NUMBER		17. HAZARDOUS MATERIALS Yes <input type="checkbox"/> No <input type="checkbox"/>
12. PORT OF UNLOADING (Vessel and air only)		13. CONTAINERIZED (Vessel only) Yes <input type="checkbox"/> No <input type="checkbox"/>				18. IN BOND CODE		19. ROUTED EXPORT TRANSACTION <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
20. SCHEDULE B DESCRIPTION OF COMMODITIES (Use columns 22-24)								
D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY — SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT (Kilograms) (24)	VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER (25)	VALUE (U.S. dollars, omit cents) (Selling price or cost if not sold) (26)			
27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION			28. ECCN (When required)					
29. Duly authorized officer or employee			The USPPI authorizes the forwarder named above to act as forwarding agent for export control and customs purposes.					
30. I certify that all statements made and all information contained herein are true and correct and that I have read and understand the instructions for preparation of this document, set forth in the "Correct Way to Fill Out the Shipper's Export Declaration." I understand that civil and criminal penalties, including forfeiture and sale, may be imposed for making false or fraudulent statements herein, failing to provide the requested information or for violation of U.S. laws on exportation (13 U.S.C. Sec. 305; 22 U.S.C. Sec. 401; 18 U.S.C. Sec. 1001; 50 U.S.C. App. 2410).								
Signature			Confidential — For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301 (g)).					
Title			Export shipments are subject to inspection by U.S. Customs Service and/or Office of Export Enforcement.					
Date			31. AUTHENTICATION (When required)					
Telephone No. (Include Area Code)			E-mail address					

This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Directors. The "Correct Way to Fill Out the Shipper's Export Declaration" is available from the U.S. Census Bureau, Washington, DC 20233.

**Figure 202-4. Form 7525-V, Shipper's Export Declaration (SED)**

U.S. DEPARTMENT OF COMMERCE — U.S. CENSUS BUREAU — Economics and Statistics Administration — BUREAU OF EXPORT ADMINISTRATION FORM <b>7525-V</b> CONTINUATION SHEET (7-25-2000) <b>CONTINUATION SHEET TO SHIPPER'S EXPORT DECLARATION</b> OMB No. 0607-0152					
<b>9. METHOD OF TRANSPORTATION</b> <i>(Specify)</i>				Page _____ of _____ pages	
<b>11. PORT OF EXPORT</b>					
<b>7. COUNTRY OF ULTIMATE DESTINATION</b>					
<b>20. SCHEDULE B DESCRIPTION OF COMMODITIES</b> <i>(Use columns 22-24)</i>					
D/F or M (21)	SCHEDULE B NUMBER (22)	QUANTITY - SCHEDULE B UNIT(S) (23)	SHIPPING WEIGHT <i>(Kilograms)</i> (24)	VIN/PRODUCT NUMBER/ VEHICLE TITLE NUMBER (25)	VALUE (U.S. dollars, omit cents) <i>(Selling price or cost if not sold)</i> (26)
<b>27. LICENSE NO./LICENSE EXCEPTION SYMBOL/AUTHORIZATION</b>			<b>28. ECCN</b> <i>(When required)</i>		<b>DO NOT USE THIS AREA</b>
For use solely for official purposes authorized by the Secretary of Commerce (13 U.S.C. 301(g))			This form may be printed by private parties provided it conforms to the official form. For sale by the Superintendent of Documents, Government Printing Office, Washington, DC 20402, and local Customs District Directors. The <b>"Correct Way to Fill Out the Shipper's Export Declaration"</b> is available from the U.S. Census Bureau, Washington, DC 20233.		

**Figure 202-4. Form 7525-V, Shipper's Export Declaration (SED) (Cont'd)**

DD FORM 1348-1A, JUL 91 (EG) ISSUE RELEASE/RECEIPT DOCUMENT

27. ADDITIONAL DATA		26. RIC (4-6) UI (23-24) QTY (25-29) CON CODE (71) DIST (55-56) UP (74-80)		25. NATIONAL STOCK NO. & ADD (8-22)		24. DOCUMENT NUMBER & SUFFIX (30-44)		1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80.	
								DOZ FROM M US QUANTITY SUPPLY ADDRESS S F D DIS- PRO- R D D A V RI O C M P N T	
								1. TOTAL PRICE 2. SHIP FROM 3. SHIP TO	
								4. MARK FOR	
								5. DOC DATE 6. NMFC 7. FRT RATE 8. TYPE CARGO 9. PS	
								10. QTY. RECD 11. UP 12. UNIT WEIGHT 13. UNIT CUBE 14. UFC 15. SL	
								16. FREIGHT CLASSIFICATION NOMENCLATURE	
								17. ITEM NOMENCLATURE	
								18. TY CONT 19. NO CONT 20. TOTAL WEIGHT 21. TOTAL CUBE	
								22. RECEIVED BY 23. DATE RECEIVED	

FormFlow (DLA)

PREVIOUS EDITION MAY BE USED

Figure 202-5. DD Form 1348-1A, Issue Release/Receipt Document

## **F. INTRATHEATER FERRY SERVICE**

Cargo originating at an inland location and moved by truck or rail (for which ferry service may be required incidental to the total overland movement) will be routed by TOs using approved tenders, agreements, or conventions on IROs.

## **G. PROOF OF SHIPMENT AND PROOF OF DELIVERY**

1. Tenders may contain provisions for carriers to furnish proof of shipment and proof of delivery records.
2. Proof of shipment is a paper or electronic carrier record provided by the carrier at the time of shipment and signed by the origin TO or representative. The signed copy of the proof of shipment provides the shipper with evidence a specific shipment was tendered to a carrier for transportation.
3. Proof of delivery is a paper or electronic record maintained by the carrier that establishes when a specific shipment was offered for delivery at the destination and when it was accepted for delivery as authenticated by the signature of the consignee TO or representative.
4. Proof of receipt for delivery at the stopoff unloading point will utilize DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point, Figure 202-6.



CONSIGNEE'S RECEIPT FOR DELIVERY AT STOPOFF/UNLOADING POINT				
1. FROM <i>(Consignee at Stopoff Point)</i>		2. BILL OF LADING NUMBER		
		3. STOPOFF POINT		
4. TO				
5. CAR INITIALS AND NUMBER OR MOTOR CARRIER AND TRUCK NUMBER				
6. DATE RECEIVED (YYYYMMDD)		7. INBOUND SEAL NUMBER(S)		
8. ARTICLES UNLOADED				
a. DESCRIPTION	b. NUMBER OF PACKAGES	c. KIND	d. NO. ON PACKAGE(S)	e. WEIGHT
9. TOTAL WEIGHT UNLOADED <i>(In words and figures) (The weight of bulkheads, dunnage, or similar material will not be shown. Any change in net weight of such material used inbound will be reported to final consignee.)</i>				
10. DATE FORWARDED FROM STOPOFF POINT (YYYYMMDD)		11. OUTBOUND SEAL NUMBER(S)		
12. FORWARDING CARRIER				
13. REMARKS <i>(Indicate if loss or damage is involved)</i>				
14. THE PROPERTY DESCRIBED IN ITEM 8 WAS RECEIVED ON THE DATE INDICATED ABOVE, IN APPARENT GOOD ORDER AND CONDITION EXCEPT AS NOTED IN ITEM 13.		a. SIGNATURE OF CONSIGNEE OR AUTHORIZED AGENT		

DD FORM 1371, SEP 1998 (EG)

PREVIOUS EDITION IS OBSOLETE.

**Figure 202-6. DD Form 1371, Consignee's Receipt for Delivery at Stopoff/Unloading Point**

## **H. UNDELIVERABLE SHIPMENTS**

When a TO is advised a shipment is undeliverable due to natural disaster, labor dispute, or other such conditions, the TO will coordinate with the appropriate shipping or receiving authority for disposition. (See Chapter 210 for Transportation Discrepancy Report (TDR) procedures.)

## **I. DRAYAGE, PICK-UP, AND DELIVERY SERVICES**

In the CONUS, commercial transportation will be used for drayage, pick-up, and delivery services when practical. Government-owned transportation will be used as efficiently as possible, only during peacetime, to provide essential training for operational personnel and to meet logistics needs consistent with fostering development of military useful commercial capabilities. In OCONUS theaters, the policy is to maximize use of Government-owned assets and use commercial transportation when requirements exceed capability of Government-owned assets.

## **J. DEMURRAGE, DETENTION, AND STORAGE**

1. The TO will be familiar with MTMC freight traffic rules for demurrage, detention, and storage and take appropriate action to keep charges at a minimum. The TO will inform activity CDRs of conditions that may cause excess charges. Assistance in determining correct charges will be provided by MTMC or the theater CDR upon request.
2. For locally paid services, the carrier will bill the party responsible for incurring the charge. Local funds will be used for payment of the charges.

## **K. HOLDING, DIVERSION, AND RECONSIGNMENT**

1. For domestic and intratheater shipments, the TO will issue diversion or reconsignment instructions directly to a carrier using a BL Correction Notice (See Chapter 206 Paragraphs H and M.)
2. For international and/or intertheater shipments, the TO will obtain approval from the appropriate clearance authority prior to issuing diversion or reconsignment instructions to the carrier.
3. Holding and Diversion.
  - a. Holding and diverting are actions in which a shipper may be involved due to irregular or interrupted movement of cargo in the DTS. In addition to the instructions below, formats for documenting these actions are detailed in Appendix T.
    - (1) The shipper may be required to hold a shipment for a variety of reasons including a consolidation delay, a wait for an export traffic release, or an embargo. These and other reasons for a transportation delay are listed in Table 202-2. The list also contains the transportation holding delay codes for DOD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP) shipments that the shipper enters in record position (rp) 51 of the MILSTRIP shipment status record/entry. By including this holding code or its explanation on applicable shipment planning records, the shipper is able to research the cause of any shipment delays. Except for transportation delays as mentioned above, the shipper will not hold material requisitioned under MILSTRIP unless directed to do so by the supply source. For non-MILSTRIP shipments, the shipping activity responsible for moving the material may hold the material when necessary. As an exception to blanket holds placed on shipments during mass cancellation situations, shipments with “555” in the RDD field (rp 62–64, DD Form 1348-1A) are not held, but processed by the shipper IAW the applicable transportation priority.

One of the following codes will be used to record and/or report a transportation delay as outlined in this chapter and Appendix T:

**Table 202-2. Transportation Holding Delay Codes**

One of the following codes will be used to record and/or report a transportation delay as outlined in this chapter and Appendix T:	
Code	Explanation
A	Shipment unit held for consolidation
B	Awaiting carrier equipment
C	Awaiting export/domestic traffic release
D	Delay due to diversion to surface movement resulting from challenge by Service Air Clearance Authority
E	Delay resulting from challenge by Service Air Clearance Authority or Shipper Service Control Office for which no diversion occurs and material was shipped by air
F	Embargo
G	Strikes, riots, civil commotion, terrorist action
H	Acts of God
I	Reserved
J	Shipment delayed to process customer cancellation request(s)
K	Diversion to surface movement due to characteristics of material that preclude air shipment, e.g., size, weight, in hazard classification
L	Delay requested and/or concurred in by consignee
M	Delay to comply with valid delivery dates at CONUS destination/outloading terminals
N	Delay due to diversion to air (requisition priority upgraded)
O–Y	Reserved
Z	Holding action less than 24 hours from date material available for shipment

- (2) A transportation diversion may be a change of mode, e.g., from air to water, a change of destination, and/or a change of route. Except for mode change, the shipper will not divert material requisitioned under MILSTRIP unless directed to do so by the supply source.
- b. A diversion between modes is a routine occurrence during the clearance process and the shipper will follow the instructions issued by the clearance authority. This type of diversion may happen as a result of:
  - (1) A change in the urgency of need. Such a change may result in a planned air shipment being moved by surface or a surface shipment by air. A change in urgency of need may occur while the shipment is anywhere in the transportation system with the related diversion coordinated by the applicable clearance authority.
  - (2) The challenge process during air clearance. Requisitions with a Uniform Material Movement and Issue Priority System (UMMIPS) priority designator 01-03 and all RDDs (including blank RDD field) are designated as TP-1 expedited transportation; TP-2 is assigned for requisition priority designators 04 through 15 and RDDs 444, 555, 777, N\_\_, E\_\_, or RDD Julian date that is eight days or less from the Julian date the requisition or associated shipment is being processed. TP-1 and TP-2 normally move by premium (air) transportation. When the actual need does not justify the additional expense normally associated with air transportation, the requisitioner may authorize the

shipper or the Airlift Clearance Authority (ACA) to direct diversion of the shipment movement by a surface mode. Such a diversion occurs at the shipping point before actual movement. The air clearance process is described in Paragraph Y.3.c.

- c. A diversion to a different consignee or destination may result from conditions such as:
  - (1) Strikes, national disturbances, or acts of God.
  - (2) Supply cancellations.
  - (3) Terminations of projects.
  - (4) Changes in logistics buildup.
  - (5) Modification of permanent change of station (PCS) orders authorizing personal property shipments.
  - (6) Change in the receiving units, to include mobile units.
- d. A diversion in the route of a shipment normally occurs after it leaves the shipper. Such change in route is only within a particular mode, i.e., air or water, and usually directed and coordinated by the clearance authority.

## L. TRACING AND TRACKING

1. If the shipment is not delivered by the RDD, DDD (for AA&E shipments only) or within UMMIPS time standards, the shipper or consignee will initiate tracer action. When tracing service is required, a request may be placed by the TO at the shipping activity directly with the carrier involved.
2. Advance shipment data for inbound shipments will be checked routinely for status of undelivered shipments. Tracer action will be initiated, if needed.
3. Routine cargo movement tracking and tracing may be accomplished using GTN. GTN provides C2 and ITV information that integrates automated information support to the DOD. GTN is the designated DOD system for ITV. GTN access may be obtained through the GTN Web page at <https://business.transcom.mil/> and selecting Trans Systems from the sidebar menu items and GTN. The following evaluation criteria, Table 202-3 are provided to evaluate current systems capabilities and identify improvements after analysis of impact, cost, and value-added.

**Table 202-3. Evaluation Criteria**

Movement Event	Manifest Transmission to GTN
1. Ocean Shipments	
a. Commercial Liner and Charter Service	Within 12 hours of event (Goal of 4 hours)
b. Exercise and wartime unit and sustainment moves on gray bottom USNS Vessels (LMSR, FSS, RRF)	Within 24 hours of event (Goal of 4 hours)
2. All intra-theater cargo and passenger movements (all modes)	Within 2 hours of event
3. All Air, Truck, and Rail cargo and passenger inter-theater movements	Within 1 hour of event

4. Shipment tracing formats using the formats detailed in Appendix T allows the requesting or receiving activity to use modified supply system data to locate a shipment in the transportation system. While tracing assistance is normally obtained from the clearance authorities, the shipper

may occasionally be asked for shipping data. The shipper must respond to such requests by providing all available information.

#### **M. EXPEDITED SERVICE**

1. DOD BPA for small package express services under the GSA MAS may be used when a shipment is urgently needed at the destination. When expedited service is required, the shipping TO will order it from the carrier and comply with existing rules for that service.
2. Expedited service for TL and less than truckload (LTL) (for shipments greater than 150 lbs) may be used when a shipment is urgently needed at the destination. When expedited TL or LTL service is required, the shipping TO will order it from the carrier contractor and comply with the existing rules for that service.

#### **N. TRANSIT TIMES**

1. UMMIPS time standards apply. (See Appendix U.)
2. As an option, TOs may use the DOD Standard Transit Time Guide-Truckload, Figure 202-7 and the DOD Standard Transit Time Guide-Less Truckload, Figure 202-8, to determine acceptable transit times for motor. Report transit times not met IAW Chapter 207. Transit times for small package express carriers are those shown in the carrier's service guide for the level of service provided.
3. The shipper/TO must identify a Desired Delivery Date (DDD) for AA&E shipments moving under Satellite Motor Surveillance Service (SNS) consistent with the transit times in Figure 202-7 and Figure 202-8. Transit times not met will be reported IAW Chapter 207.
4. Computation of transit times:
  - a. Transit time starts when a shipment is picked up by the origin carrier and stops when the shipment is offered for delivery or delivered. The day of pickup is counted but the day of delivery is not.
  - b. Weekends and holidays will not be included, except as outlined in Paragraph N.5, below.
5. Exceptions to DOD Standard Transit Time Guides are as follows:
  - a. RDD on BL.
  - b. Oversize, overweight, or HAZMAT shipments that have movement constraints, such as daylight movement only.
  - c. Shipments under FAR-based contracts.
  - d. Shipments moved under agreements other than FAR-based contracts and which specify transit times.

### DOD STANDARD TRANSIT TIME GUIDE – TRUCKLOAD

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	VA	WA	WV	WI	WY		
AL	1																																																		
AZ	4	1																																																	
AR	2	4	1																																																
CA	6	2	5	2																																															
CO	3	2	2	3	1																																														
CT	3	6	3	6	4	1																																													
DC	2	5	3	6	4	1	1																																												
DE	3	6	3	6	4	1	1	1																																											
FL	2	5	3	7	5	3	2	3	2																																										
GA	1	5	2	6	4	3	2	2	2	1																																									
ID	5	2	4	2	2	6	5	6	7	6	1																																								
IL	2	4	2	5	3	3	2	2	3	2	4	1																																							
IN	2	4	2	5	3	2	2	2	3	2	4	1	1																																						
IA	2	3	2	4	2	4	3	4	4	3	3	1	2	1																																					
KS	2	3	2	4	2	4	3	3	4	3	3	2	2	1	1																																				
KY	2	4	2	6	3	3	2	2	2	1	5	1	2	2	1																																				
LA	1	4	1	5	3	4	3	3	3	2	5	2	3	2	2	1																																			
ME	3	7	4	7	5	1	2	2	4	3	7	3	3	4	4	3	4	1																																	
MD	2	6	3	6	4	1	1	1	2	2	5	2	2	3	3	2	3	2	1																																
MA	3	6	4	7	5	1	2	2	3	3	6	3	3	4	3	4	1	2	1																																
MI	3	5	2	5	3	2	2	2	3	2	4	2	2	2	3	2	3	2	2	2	2																														
MN	3	4	2	5	2	3	3	4	3	3	2	2	1	2	2	3	4	3	4	2	1																														
MS	1	4	1	5	3	3	2	3	2	1	5	2	2	3	2	2	1	4	3	3	3	3	1																												
MO	2	3	1	5	2	3	3	3	3	2	4	1	1	1	1	2	2	4	3	3	2	2	2	1																											
MT	5	4	4	3	2	6	5	5	6	5	2	4	4	3	3	4	5	6	5	5	4	3	5	4	2																										
NE	3	3	2	4	2	4	3	4	3	3	2	2	1	1	2	3	4	3	4	3	1	3	1	2	1																										
NV	5	2	4	2	2	6	6	7	6	2	4	4	4	3	5	5	7	6	6	5	4	5	4	2	2	1																									
NH	3	6	4	7	5	1	2	2	4	3	5	3	3	4	4	3	4	1	2	1	3	4	4	3	6	4	5	1																							
NJ	3	6	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	1	2	3	3	3	5	3	6	2	1																						
NM	3	2	3	3	1	5	5	5	5	4	3	3	3	2	2	4	2	6	4	5	4	3	3	3	3	2	3	6	5	1																					
NY	3	6	4	7	4	1	1	1	3	2	6	3	2	3	4	2	4	2	1	1	2	4	3	3	5	4	6	2	1	5	1																				
NC	2	5	2	6	4	2	1	1	2	1	6	2	2	3	3	2	2	3	1	2	3	3	2	3	5	3	6	3	2	4	2	1																			
ND	4	4	4	2	4	4	4	5	4	3	3	3	2	2	3	4	5	4	4	3	1	4	3	2	2	4	5	4	3	4	4	1																			
OH	2	5	2	5	3	2	1	2	3	2	5	1	1	2	3	1	3	3	1	2	2	2	2	2	4	3	5	3	2	4	2	2	3	1																	
OK	2	3	2	4	2	4	3	4	4	3	4	2	2	2	1	2	2	5	3	4	3	2	2	2	3	2	3	4	3	2	4	3	3	2	1																
OR	6	3	5	2	3	7	6	6	7	6	2	5	5	4	4	5	5	7	6	7	5	4	6	5	3	3	2	7	6	3	7	6	3	5	4	1															
PA	3	5	3	6	4	1	1	1	3	2	6	2	2	3	3	2	3	2	1	2	2	3	3	3	5	3	6	2	1	5	1	2	4	1	3	6	1														
RI	3	6	4	7	5	1	1	1	4	3	6	2	2	3	4	2	4	1	1	1	2	4	3	3	5	4	6	1	1	5	1	2	4	2	4	7	1	1													
SC	1	5	2	6	4	2	1	2	2	1	5	2	2	3	3	1	2	3	2	2	3	3	2	2	5	3	6	3	2	4	2	1	4	2	3	6	2	2	1												
SD	4	4	3	4	2	4	4	5	4	3	2	2	2	2	3	4	5	4	4	3	2	4	2	2	1	3	5	4	3	4	4	1	3	3	3	4	4	4	1												
TN	2	4	2	6	3	3	2	2	2	1	5	2	1	2	2	1	2	3	2	3	2	3	1	2	4	3	5	3	2	3	3	2	3	2	2	6	2	3	2	3	1										
TX	2	3	2	4	2	5	4	4	3	3	4	3	2	2	2	3	2	5	4	5	3	3	2	2	4	3	3	5	4	2	4	3	3	3	2	5	4	5	3	3	3	2									
UT	4	2	4	2	2	5	5	6	5	1	4	4	3	2	4	4	6	5	5	4	4	4	3	2	2	2	6	5	2	5	5	3	5	3	5	3	2	5	5	5	3	4	3	1							
VT	4	6	4	7	5	1	2	2	4	3	6	3	3	3	4	3	4	1	2	1	3	4	4	6	4	6	1	1	5	1	3	5	2	4	7	1	1	3	4	3	5	6	1								
VA	2	5	3	6	4	2	1	1	2	2	5	2	2	3	3	2	3	2	1	2	2	3	2	3	5	3	6	2	1	4	2	1	4	2	3	6	1	2	1	4	2	4	5	2	1						
WA	6	4	5	3	3	7	6	6	7	6	2	5	5	4	5	6	7	6	7	5	4	6	5	3	4	2	7	6	4	6	7	3	5	4	1	6	7	7	3	6	5	2	7	7	1						
WV	2	5	2	6	4	2	1	1	2	2	5	2	1	2	3	1	3	2	1	2	2	3	2	2	5	3	5	2	1	4	2	1	3	1	3	6	1	2	1	3	2	4	4	2	1	6					

### DOD STANDARD TRANSIT TIME GUIDE – LESS TRUCKLOAD

	AL	AZ	AR	CA	CO	CT	DC	DE	FL	GA	ID	IL	IN	IA	KS	KY	LA	ME	MD	MA	MI	MN	MS	MO	MT	NE	NV	NH	NJ	NM	NY	NC	ND	OH	OK	OR	PA	RI	SC	SD	TN	TX	UT	VT	WA	WV	WI	WY			
AL	2																																																		
AZ	7	2																																																	
AR	4	5	2																																																
CA	7	4	7	3																																															
CO	7	4	4	4	2																																														
CT	5	7	5	9	7	2																																													
DC	4	8	4	9	7	3	2																																												
DE	5	7	5	9	7	3	3	2																																											
FL	4	7	4	9	7	5	4	4	3																																										
GA	3	6	4	7	5	4	4	4	3	2																																									
ID	7	4	7	4	4	8	8	7	8	8	2																																								
IL	4	7	4	7	4	4	4	4	5	4	7	2																																							
IN	4	7	4	7	5	4	4	4	4	7	3	2																																							
IA	4	5	4	7	4	6	5	5	7	5	5	3	2																																						
KS	4	5	4	5	4	6	6	6	5	5	5	4	3	2																																					
KY	3	6	3	7	7	5	4	4	3	7	3	3	4	2																																					
LA	3	7	3	7	5	6	5	5	4	3	7	4	4	5	4	2																																			
ME	5	9	7	9	7	3	4	4	4	8	5	5	6	5	5	6	2																																		
MD	4	8	4	9	7	3	3	3	4	4	8	4	4	5	4	5	4	2																																	
MA	5	8	6	9	7	3	3	3	5	8	4	5	7	5	5	6	3	3	2																																
MI	4	7	4	7	5	4	4	4	5	4	7	3	3	4	4	3	5	4	4	4	2																														
MN	5	6	4	7	4	6	5	5	6	5	7	3	4	3	4	4	5	6	5	6	4	2																													
MS	3	6	3	7	5	6	4	5	4	3	7	3	4	5	4	4	6	5	6	5	5	2																													
MO	3	5	3	7	4	5	5	5	5	4	7	3	3	3	3	3	5	5	5	4	4	3	2																												
MT	8	5	7	5	4	7	8	7	8	8	4	7	6	6	6	7	8	7	8	7	6	7	6	2																											
NE	5	5	3	7	4	5	6	6	7	5	5	4	4	3	3	4	5	6	5	4	3	4	3	5	2																										
NV	7	3	6	4	4	8	8	7	7	4	7	6	5	6	6	8	8	8	7	7	7	6	4	4	2																										
NH	5	8	6	9	7	3	3	3	5	5	8	4	5	6	5	5	6	3	4	3	4	6	6	5	8	6	8	2																							
NJ	5	7	6	9	7	3	3	3	4	4	8	4	4	5	6	4	6	4	3	3	4	5	5	5	8	6	8	3	2																						
NM	5	3	4	5	3	7	7	7	5	5	4	5	4	6	4	7	7	7	6	5	5	4	5	4	4	7	7	2																							
NY	5	8	6	8	7	3	3	3	5	4	7	4	4	5	6	4	6	4	3	3	4	5	5	5	8	5	7	4	3	7	2																				
NC	3	7	4	8	6	4	3	3	4	3	8	4	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	2																			
ND	6	7	5	7	5	6	7	7	7	6	5	5	5	5	5	6	8	6	7	5	4	6	5	5	5	6	7	6	6	6	6	2																			
OH	4	7	4	7	5	4	3	4	5	4	6	3	3	4	4	3	5	4	3	4	3	4	5	4	7	4	7	4	4	5	4	4	6	2																	
OK	4	4	3	5	3	6	6	7	4	5	4	4	4	3	4	3	7	5	6	4	4	4	3	6	3	5	6	5	3	6	5	5	4	2																	
OR	8	5	6	4	4	9	9	9	8	4	7	7	6	8	8	9	9	9	8	6	8	6	4	5	4	9	9	6	9	9	6	8	6	2																	
PA	5	7	5	7	7	3	3	5	4	7	4	4	5	6	4	5	4	3	3	4	5	5	4	7	5	7	3	3	7	3	3	6	3	5	7	2															
RI	5	9	6	8	7	3	3	5	4	8	4	4	5	6	4	6	3	3	3	4	6	5	5	8	5	7	3	3	7	3	4	7	4	6	8	3	2														
SC	3	7	4	7	6	4	3	3	3	3	8	4	5	5	3	4	4	3	4	4	5	4	4	8	5	7	4	4	6	4	3	6	4	5	9	4	4	2													
SD	5	7	6	7	5	6	6	6	7	7	5	5	4	4	5	6	7	6	7	5	4	8	5	5	4	6	7	6	6	6	4	5	5	6	6	7	6	2													
TN	3	6	3	7	5	4	4	4	4	3	7	4	3	4	4	3	5	4	5	4	4	3	3	7	5	6	5	4	5	4	3	5	4	4	7	4	5	3	5	2											
TX	4	4	3	5	4	6	6	5	4	7	4	4	3	4	3	7	6	7	5	5	4	6	4	5	7	6	3	6	5	5	5	3	7	6	7	5	5	4	3												
UT	7	3	6	4	3	7	7	7	7	3	5	6	5	4	7	8	7	8	5	5	7	5	4	4	3	8	7	3	7	7	5	6	4	4	7	7	7	5	6	5	2										
VT	4	8	5	9	7	3	4	4	5	5	8	5	4	6	5	5	6	3	4	3	4	5	6	5	8	5	8	3	3	7	3	5	7	4	6	9	3	3	4	7	5	7	7	2							
WA	4	7	5	9	7	3	3	4	4	8	4	5	5	3	5	4	3	3	4	5	4	4	8	6	8	4	3	7	3	3	6	3	6	9	3	3	3	6	3	6	7	4	2								
WV	4	7	4	5	9	9	9	8	4	6	7	6	8	8	9	9	9	8	6	4	7	4	8	9	5	9	9	6	8	6	3	9	9	9	6	8	6	4	9	9	2										
WY	4	5	4	7	4	4	4	5	4	7	3	3	3	4	5	4	5	4	5	3	3	4	3	6	3	7	5	4	6	4	4	4	3	4	7	4	5	4	4	5	5	5	4	7	4	2					

Figure 202-8. DOD Standard Transit Time Guide -Less Truckload



## **O. PERMITS FOR MOTOR SHIPMENTS**

1. The DOD policy is to comply with state and local laws, regulations, ordinances, and toll authority regulations relating to vehicle size and weight limitations. No vehicular movement exceeding legal size and weight limitations, or any other special movement requiring highway permits will be made over public highways unless prior permission is obtained from the appropriate state or local authority. For details associated with moving oversize/overweight equipment and convoy operations see this Regulation, Part III, Mobility, Appendix V, Permits for Oversize, Overweight, or Other Special Military Movements on Public Highways in the United States.
2. The DOD policy is to move extremely oversize/overweight equipment by a means other than highway. Rail or water carriage should be used.
3. Carriers are required to obtain all necessary permits. Shipping activities must not release DOD oversize/overweight cargo shipments until the carrier has notified or presented the shipping activity with a written statement that they have, or will be able to obtain, required state road-use permits. Under unusual situations, that is when a shipment by motor carrier has been certified as essential to national defense, the TO will request assistance from the MTMC Operations Center or the theater CDR.
4. Units using Military-Owned Vehicles (MOVs) are required to obtain all permits necessary for convoy or motor shipments. (See this Regulation, Part III.)

## **P. USE OF CARRIER EQUIPMENT**

1. The TO will:
  - a. Ensure the equipment is suitable for its intended purpose and reject it if unsuitable.
  - b. Annotate the BL when the equipment furnished differs from that ordered.
  - c. Ensure shipments are properly loaded, blocked, braced, and secured to prevent damage. An actual count will be made and a record kept of all items loaded into carrier equipment. This record will show shipment identification, carrier equipment number, time, date, and checker's signature.
  - d. Place seals on carrier equipment when exclusive use or protective service is required. Annotate seal numbers on the BL. If seals are removed, carriers will notify consignor and consignee and annotate the BL with new seal numbers.
  - e. Ensure the carrier is provided copies of the appropriate shipment documentation.
2. Loading and Unloading:
  - a. When tariffs or tenders require the carriers to make cargo accessible to the tailgate to off-load vehicle, the carriers are liable for personal injury or property damage. The Government will be liable when the decision is made that it will perform these services for reasons of expediency or convenience.
  - b. Loading/unloading by the carrier is an accessorial service to be paid using PowerTrack business rules.
3. Rail Equipment:
  - a. Ensure placement of placards marked "Documents This Door" and "Documents Other Door" to indicate the location of shipping documents in a closed rail car.
  - b. In the CONUS, when DOD personnel through negligent or accidental acts cause damage to a rail car, the rail carrier will issue a defect card that establishes liability for damaged railroad-

owned equipment. The defect card may be acknowledged by the TO after consultation with their legal office.

#### **Q. DFRIF**

1. This fleet is used in preference to commercial rail equipment to satisfy DOD Component mission requirements, except when the use of commercial equipment produces a lower overall cost.
2. The MTMC Operations Center controls the assignment, use, and maintenance of DFRIF equipment. It exercises control over the assignment and use of the cars through a contractor. Approving a car for repairs is still exercised directly by the MTMC Operations Center.
3. Current information concerning the DFRIF, including how to contact the MTMC contractor, is available on the Internet at <http://www.mtmc.army.mil/>; (click on Freight/Cargo, then Air/Land, then Defense Freight Railway Interchange Fleet). The MTMC fleet manager may be contacted by e-mail at <mailto:DODX@mtmc.army.mil>, by calling Commercial: 757 878-7473, DSN: 826-7473, or by writing:

MTMC Operations Center  
ATTN: MTOP-GD-DA  
661 Sheppard Place  
Ft. Eustis, VA 23604-1644

4. TOs who are regular users of DFRIF equipment should obtain a user name and password for accessing the DFRIF contractor's web site. The site will be used for ordering DFRIF cars, for reporting the shipment and receipt of cars, and for obtaining routing instructions for empty cars that are no longer required at an installation. User names and passwords can be obtained by sending an e-mail requesting the same to <mailto:DODX@mtmc.army.mil>. Infrequent users may communicate with the contractor through MTMC by using the <mailto:DODX@mtmc.army.mil> e-mail address.
5. When DFRIF equipment is desired for loading, TOs will submit requests to the MTMC contractor via the contractor's web site. Cars requested less than 10 days before the desired loading may not be received in time. The request must specify the following:
  - a. Type of equipment desired.
  - b. Commodity to be shipped.
  - c. Origin loading point.
  - d. Destination unloading point.
  - e. Date equipment is required for loading.
  - f. Period for which equipment is required, if cars will not be loaded, shipped, or unloaded promptly or will be held at destination after unloading.
6. When releasing empty cars:
  - a. Do not reverse route empty cars. Contact the MTMC contractor for destination and routing instructions. Use these instructions to prepare a BL and annotate the BL: "Free under the provisions of Freight Tariff RPS 6007, Mileage Allowances and Rules."
  - b. Ensure chain tie-down assemblies are secured so that they will not pose a safety hazard while in transit.

7. Submit a shipment or receipt report via the DFRIF contractor's web site by the close of business each workday that a DFRIF car is received or shipped. The contractor's web site can also be used to monitor the en route movement of cars en route to and from an installation.
8. Take care of cars as follows:
  - a. Promptly load and unload cars to make them available for other users.
  - b. If a car is delivered with evidence of recent damage, request a defect card from the delivering carrier. Defect cards are used by the railroad industry to acknowledge responsibility for unrepaired damage. Notify the MTMC Operations Center of the circumstances of the accident or damage occurring to DFRIF equipment.
  - c. Establish local procedures for prevention of damage to DFRIF equipment during loading, unloading, or movement. Installations are responsible for obtaining and funding repairs to DFRIF equipment damaged while in their possession, unless the MTMC Operations Center finds a commercial railroad at fault. Upon a request by the MTMC Operations Center, arrange with the serving railroad for repair of DFRIF equipment. Ensure that no welding, cutting, or alterations are made to DFRIF equipment without prior approval of the MTMC Operations Center.
  - d. Ensure each car equipped with chain tie-down assemblies has not less than 32 or more than 36 functioning assemblies. This should be done by removing damaged assemblies for repair and then swapping assemblies among cars on hand. If there is still a shortage of functioning assemblies, contact the MTMC Operations Center to obtain the required quantity. Place the damaged assemblies in drums, or other containers suitable for shipping to repair facilities, as directed by the MTMC Operations Center.
  - e. Do not use DFRIF equipment for installation transportation or as storage without prior approval from the MTMC Operations Center. If permission is received to store equipment on chain tie-down flat cars, do not tighten chain tie-down assemblies until the car is to be shipped. Unnecessary tension on the assemblies reduces the useful life of their shock absorbers. Exercise the axle bearings on cars on hand by moving them at least 100 feet at least once every three months.

## **R. WEIGHING CARGO**

1. TOs should determine the actual weight of a shipment IAW weight agreements in effect. If a weight agreement is not in effect, the weight of shipments will be determined by the use of tariff or actual weights, whichever is applicable.
2. Records maintained in connection with weight agreements (including shipper's weight certificates), weight correction verifications, and annual scale inspection records will be maintained by the shipping activity.
3. Authorized carrier representatives will be allowed to inspect original records and verify weights and descriptions of commodities certified on the BL.

## **S. ANIMAL SHIPMENTS**

TOs will:

1. Obtain inspections, health certificates, reports, and any other tests required by Service regulations and the carrier.
2. Provide health certificates to the carrier driver or agent.
3. Supervise loading and handling according to Service regulations.

4. Furnish detailed instructions to attendants.
5. Ensure all shipments conform to carrier rules and regulations.

## **T. PREPARATION, DESCRIPTION, AND CONSOLIDATION OF CARGO**

TOs will:

1. Pack, label, describe, and document shipments IAW Chapters 206 and 208 and other regulations.
2. Consolidate shipments to the maximum extent.
3. Use stopoff privileges.

## **U. EXCESS VALUATION**

When a TO determines it is desirable to declare a valuation in excess of that which produces the lowest rate because of the peculiar nature or unusual value of a shipment, the TO must obtain specific authority from Service HQs (unless authority is delegated). Excess or increased valuation is an accessorial service that must be annotated on the BL and the carrier notified of the need for the service.

## **V. LIFTING AND TIEDOWN PROCEDURES**

1. General. Proper tiedown, lifting, and loading procedures are critical to ensuring that the cargo will be delivered on time and without damage. Vehicles must be lifted by appropriate means to avoid structural damage. Also, tremendous forces and stresses occur during shipment requiring that the cargo be secured adequately to prevent loads shifting during transit.
2. Guidance. The following MTMC TEA Publications provide guidance on tiedown, lifting, and loading procedures:
  - a. MTMC TEA Pamphlet 55-19, Tiedown Handbook for Rail Movements.
  - b. MTMC TEA Pamphlet 55-20, Tiedown Handbook for Truck Movements.
  - c. MTMC TEA Pamphlet 55-21, Lifting and Tiedown Handbook for Helicopter Movements.
  - d. MTMC TEA Pamphlet 55-22, Marine Lifting and Lashing Handbook.
  - e. MTMC TEA Pamphlet 55-23, Containerization of Military Vehicles.
  - f. MTMC TEA Pamphlet 55-24, Vehicle Preparation Handbook for Fixed Wing Air Movements.
3. Copies of these publications can be obtained by writing to CDR, MTMC TEA, 720 Thimble Shoals Blvd., Suite 130, Newport News, VA 23606-2574, or DSN: 826-4646, Commercial: 757 599-1113.

## **W. DRIVEAWAY AND TRUCKAWAY SERVICE**

Shipping TOs will:

1. Ensure that the required preliminary vehicle maintenance and/or servicing has been performed before surrender of the vehicle to the carrier, and give the carrier an opportunity to determine that the vehicle is in satisfactory, driveable condition.
2. Advise the carrier of any vehicle that requires special handling and/or operation, and annotate the BL accordingly. Normally, each vehicle subject to this requirement will be shipped on a separate BL.

3. Ensure that governors are properly installed and sealed on those vehicles equipped with governors.
4. Furnish the carrier operator with a set of DD Form 651, Carrier's Report of Damage or Breakdown, Figure 202-9, with the NOTE in Item 8 completed for each vehicle to be transported in driveway service.

## **X. POLICY ON INTERMODAL SURFACE CONTAINERS AND USE OF CCPS**

1. Intermodal Surface Containers:
  - a. Movement of cargo in containers (Commercial/Government-owned/leased shipping container (SEAVAN) and Military Van (MILVAN)) is the preferred method for shipping DOD-sponsored export cargo. The Government can derive maximum benefits when cargo is shipped in containers at or near the supply source and delivered directly to the ultimate user. Procurement bid evaluations, stockage, criteria, requisition order quantities, and shipment planning should take into account source stuffing of containers whenever container service is available and overall distribution costs are favorable. When cargo is not sufficient at the source for container stuffing, it will be forwarded to a CCP or shipped to a military ocean terminal, as directed by the clearance authority, as prescribed by Appendix R.
  - b. The primary objective is to obtain maximum efficiencies from the use of container service at the lowest overall cost to the Government, while meeting cargo delivery requirements. Shipping activities should stuff each container to the maximum extent possible, taking into account such factors as the cargo hold time, if it is single or multiple consignee delivery, the configuration and density of the cargo, and the availability of specific size containers.
  - c. Information on the use, management, and control of containers may be found in DOD Regulation 4500.9-R, Part VI, Management and Control of Intermodal Containers and System 463-L Equipment.
2. Use of CCPs:
  - a. The movement of export cargo to a CCP does not require the submission of a DD Form 1086 (Figure 202-2), but will be routed IAW this Chapter.
  - b. Cargo routed through the CCP for containerization will meet the criteria prescribed for each CCP in Chapter 203, Paragraph C.3.

CARRIER'S REPORT OF VEHICLE DAMAGE OR BREAKDOWN			
1a. TYPE AND MAKE OF VEHICLE		1b. VEHICLE REGISTRATION NUMBER	2a. B/L NUMBER
			2b. FREIGHT BILL NUMBER
3. LOCATION OF ACCIDENT OR VEHICLE BREAKDOWN			4. SPEEDOMETER READING AT TIME OF ACCIDENT OR VEHICLE BREAKDOWN
5. DATE AND TIME OF ACCIDENT OR VEHICLE BREAKDOWN		6. DATE AND TIME VEHICLE RETURNED TO OPERATION	
7. DESCRIBE DAMAGE(S) AND/OR TROUBLE <i>(If additional space is required, explain under Remarks.)</i>			
8. COST OF REPAIRS		<i>NOTE: Approval of repair costs in excess of those authorized must be obtained from:</i>	
MATERIAL		SHIPPING TRANSPORTATION OFFICE	
LABOR		ADDRESS <i>(Include ZIP Code)</i>	TELEPHONE NUMBER
<b>TOTAL</b>	0.00		
9. REMARKS			
10a. SIGNATURE OF OPERATOR		10b. NAME OF CARRIER	
11a. SIGNATURE OF OPERATOR		11b. NAME OF CARRIER	
12. To the best of my knowledge the above statements are true and correct. Visual inspection indicates repaired or replaced item(s) are new or serviceable.		SIGNATURE OF RECEIVING OFFICER	

**DD FORM 651, AUG 69 (EG)**
PREVIOUS EDITIONS OF THIS FORM ARE OBSOLETE.
USAPPC V1.00

COPY 1

Reset

**Figure 202-9. DD Form 651, Carrier's Report of Damage or Break down**

## INSTRUCTIONS

In the event of an accident or mechanical failure which leaves the vehicle in a condition so that it cannot be operated safely to its destination, operator will complete this form.

The operator is authorized to incur necessary repair expenses up to the amount specified in the Bill of Lading instruction or as specified by company policy. Repair costs exceeding those authorized must be approved by the transportation office shown in Item 8 prior to start of repair.

When possible, items of warranty should be repaired by the manufacturer's authorized dealer. Warranty notification is located on the dashboard of each vehicle.

In the event operator is required to leave vehicle at repair facility, he must execute and sign this form and place it in the glove compartment of the vehicle. The last copy (*Copy 4*) may be retained by operator.

ITEMS 1a and 1b - Enter type and make of vehicle, and vehicle registration number as shown on Bill of Lading or other shipping document. Normally, these documents are located in glove compartment or cab of each vehicle.

ITEMS 2a and 2b - Enter Bill of Lading Number and Freight Bill Number as shown on respective documents.

ITEM 3 - Enter highway number, distance to, and name of nearest city and state. If at a service station and/or other establishment, give name and telephone number of service station or establishment.

ITEM 4 - Enter speedometer reading at time of breakdown.

ITEM 5 - Enter exact date and time vehicle became inoperative.

ITEM 6 - Enter exact date and time vehicle is returned to operator for onward movement.

ITEM 7 - Indicate nature of damage(s) and/or describe in detail the technical evaluation of the trouble.

ITEM 8 - List both material and labor costs required to repair deficiencies. Estimated prices are acceptable when exact information is not available. (*NOTE: Parts of items of equipment that do not have credit or exchange value must be turned in at destination and noted on the freight bill of delivery of vehicle.*)

ITEM 9 - List other pertinent details that will clarify or assist in determining circumstances under which the damage or failure occurred. If a summons is issued (*in connection with vehicle damage*) by a duly authorized police officer, describe offense and location, and give police officer's name and badge number.

ITEMS 10a and 10b - Signature of operator and name of carrier sustaining damage or breakdown.

ITEMS 11a and 11b - Signature of operator and name of carrier accomplishing onward movement from repair facility.

DD FORM 651, AUG 69 (EG)

**Figure 202-9. DD Form 651, Carrier's Report of Damage or Breakdown (Cont'd)**



## **Y. OCEAN AND AIR SHIPMENT PROCEDURES**

1. General. The procedures in this section establish overall guidance for a TO or other responsible authority to prepare and submit movement requirements of export cargo to the designated clearance authority.
2. Ocean Shipments. The booking authority for ocean shipments is assigned to the MTMC Operations Center. Ocean shipments require an Export Traffic Release (ETR) from the designated MTMC clearance authority IAW Paragraph Y.2.b below. Shippers will submit export cargo requirements via a DD Form 1086 (Figure 202-2), to the designated OCCA or Ocean Cargo Booking Office (OCBO) using data elements and formats set forth in Appendix D, Paragraphs A and B. Export shipments will not be loaded or tendered to a linehaul carrier until an ETR is obtained. OCONUS country requirements are contained in Status of Forces Agreements (SOFAs) established by the theater CDR and the HN.
  - a. The Release Unit (RU) ocean shipments requiring the submission of ETRRs, DD Form 1086 (Figure 202-2.) are:
    - (1) Cargo in lots of 10,000 pounds (lbs) or more.
    - (2) Cargo in lots of 800 cubic feet or more.
    - (3) Vehicles by driveaway service.
    - (4) Containerized Cargo. Full containers (SEAVANs/MILVANs), including specialized equipment, such as flat racks, moving under terms and conditions of an MTMC contract/agreement or ocean carrier tariff.
    - (5) Non-containerizable Cargo (i.e., outsize/overweight items or other items for which containerization is not possible or practical). Chapter 203, Paragraph B.13.b provides guidelines for routing low volumes of export shipments of non-containerized cargo to CONUS ports without prior clearance.
    - (6) Special Category (CAT) Cargo. Special CAT cargo (shipments in any quantity) is comprised of the following:
      - (a) Small arms.
      - (b) Munitions, explosives, poisons 6.1 or 2.3, radioactive materials, or other HAZMAT as defined in 49 CFR, except those radioactive materials that are declared exempt under 49 CFR, the International Air Transport Association (IATA), and the International Maritime Organization/Dangerous Goods Code (IMDGC). See Chapter 204 for HAZMAT.
      - (c) Material classified SECRET or CONFIDENTIAL. Refer to Chapter 205 for further guidance.
      - (d) Narcotics and drug paraphernalia.
      - (e) Perishable biological material.
      - (f) Temperature-controlled cargo.
  - b. The MTMC Operations Center is the OCCA and books DOD-sponsored shipments and passengers worldwide for ocean movement within the DTS. OCBOs are designated by the MTMC Operations Center. In the CONUS, the MTMC Operations Center is the single Water Clearance Authority (WCA) and controls the movement of export/import cargo through water terminals. In OCONUS, the theater CDR designates WCAs in coordination with the MTMC Operations Center. Shippers may use Appendix R to select the appropriate clearance

authority. It lists clearance authorities and OCBOs located throughout the world. They are separated by mode (i.e., air and water), as well as location.

c. Issuance of an ETR.

- (1) The ETR will be provided to the TO within three working days from the time of receipt at the OCCA. If, for any reason, the clearance authority cannot issue a cargo clearance within three working days, then the clearance authority will advise the offeror of the reasons for the delay and an estimated time when it will be cleared using the format in Appendix D, Paragraph F. Any shipments available 10 or more days in advance will be cleared not later than the shipper-established lead time necessary to ensure processing and transit to the port.
- (2) The format for ETRs will be as shown in the sample ETR messages for containerizable and non-containerizable (breakbulk) shipments in Appendix D, Figure D-1 and Figure D-2. Appendix D, Paragraph E, contains an explanation of the additional data elements (R56) used for container shipments.
- (3) The clearance authority will transmit an ETR to the requesting activity, normally by the same means of communication used for submission of the ETRR.
- (4) Shipments covered by separate ETRs will not be combined without prior approval from the clearance authority. When approval is received, enter all ETR reference numbers on the BL.
- (5) Report cancellations of ETRs promptly to the clearance authority using the format in Appendix D, Paragraph G.
- (6) Increases/decreases in cargo volume that do not affect the number/type/size containers booked with ocean carriers do not need approval from the clearance authority. No other deviation from the ETR clearance instructions is permitted without prior coordination and approval by the clearance authority.

d. ATCMD and Transportation Control and Movement Document (TCMD) data will be prepared and transmitted for all export surface cargo, as prescribed in Chapter 203, Paragraph B.18.d.

e. Shipments moving under commercial tariffs and tenders of service require a BL prepared IAW with Chapter 206.

3. Air Shipments.

a. Airlift Selection. An AMC-arranged/operated/negotiated airlift will be utilized unless the TO documents a negative critical mission impact to justify non-usage. In the event of critical mission needs, use the following order of precedence:

- (1) Contracted airlift on CRAF carriers.
- (2) Other CRAF carriers.
- (3) DOD-approved US flag carriers.
- (4) DOD-approved foreign flag carriers.
- (5) Non-DOD approved carriers.

b. International DOD Shipments. The Worldwide Express (WWX) contract must be used if a shipment requires commercial express time-definite, door-to-door (origin to destination) delivery to a WWX location and falls within limitations specified in the WWX contract. The WWX contract applies to all international DOD air eligible shipments up to and including

150 lbs per piece when dimensions of each piece do not exceed 108 inches in length or 130 inches in length and girth combined. For Navy-specific information, contact the Naval Transportation Support Center, Norfolk VA (Code 02C), DSN: 646-5403, Commercial: 757 443-5403.

c. Shipping Procedures.

- (1) Prior to forwarding a shipment to an aerial port, the TO will submit ATCMD data to the appropriate ACA identified in Appendix R. For CONUS export shipments, submit ATCMDs to the Financial and Air Clearance Transportation System (FACTS), which is an automated means to request and receive air clearance, minimizing call-ins and faxes to the ACAs. (For access to FACTS, contact the FACTS Help Desk at DSN: 646-5524 or Commercial: 757 443-5524.). Clearance authorities must clear or challenge the movement request IAW Service challenge criteria. If challenged, the requisitioner must then justify the airlift requirement. In addition, shippers will coordinate special requirements, e.g., munitions movements and outsized cargo requiring special Materials Handling Equipment (MHE), storage, or handling before delivery to the APOE, IAW the TFG and Paragraphs Z.1 and Z.2 of this Chapter. In the absence of the TFG guidance, coordinate receipt at least 72 hours before delivery. Coordination of short-notice requirements must be accomplished as soon as possible. Shipments of explosives require an APOE clearance number that the ACA obtains for the shipper prior to releasing the shipment to the carrier. Shipments of courier material, perishables, and working dogs require notification to the APOE by the ACA prior to releasing the shipment to the carrier. NOTE: This requirement applies to shipments originating at both CONUS and OCONUS APOEs or air terminals. APOE clearance for munitions shipments for in transit handling or storage-pending movement must be coordinated with the Joint Munitions Transportation Coordinating Activity (JMTCA) (see Paragraphs Z.1 and Z.2) by submitting the movement planning and ATCMD data to both the JMTCA and ACA.
  - (a) The APOE/APOD may be obtained from the AMC Sequence Listing for Channel Traffic available at <https://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>. The contact phone number is DSN: 779-2865, Fax: 779-0157, or Commercial: 618 229-2865.
  - (b) Green sheet procedures may be used to increase movement precedence over all other categories of the requesting service. Refer to Chapter 203, Paragraph B.3.e. Contact the clearance authority for validation of green sheet requests.
  - (c) Requests for Special Assignment Airlift Missions (SAAMs) must be routed via the Service validator to USTRANSCOM/TCJ3-ODJ, 508 Scott Dr., Scott AFB IL 62225. SAAM requests must be submitted to USTRANSCOM with informational copies to HQ AMC TACC/SAAM/XOOMS. See Appendix Q, for SAAM request format and instructions. NOTE: Only validators can submit SAAM requests to USTRANSCOM.
  - (d) Use of deferred air freight/TP-4 service is encouraged. Refer to Chapter 203, Paragraph B.4.f for the clearance authority or AMC aerial port for availability and procedures.
- (2) For DOD international tenders, prepare documentation IAW with applicable tenders, which can be obtained by contacting HQ AMC or the carrier.
  - (a) International Small Package is for international shipments under 150 lbs.

- (b) International Heavy Weight is for international shipments over 150 lbs.
  - (c) Special (OTO) is for international shipments with special requirements.
- (3) For commercial air, prepare a BL IAW Chapter 206 of this regulation.
- d. AMC Channel Service. AMC channel service is provided to DOD activities worldwide. This service is performed between the CONUS and OCONUS theaters, between OCONUS theaters, and within OCONUS theaters. Two types of channel service are available:
  - (1) Requirements channels. The amount and type of airlift provided is determined by the quantity of traffic generated.
  - (2) Frequency channels. A frequency channel is established when traffic requirements do not provide the desired minimum amount of service. Frequency channel airlift is validated and requested by the theater CDR or Service HQs on the basis of operational necessity for support of a mission-sensitive area or for morale purposes to remote areas.
    - (a) Mission-sensitive areas include safe movement of classified material, Security Assistance Program (SAP) support, or locations where service is required on a national interest basis.
    - (b) Morale purposes include movement of mail, personnel on leave, subsistence items, and other requirements in support of remote locations where alternative modes of transportation are not available.
- e. AMC Channels: Establish, Suspend, or Cancel. Requests to establish or change (excluding suspension or cancellation) AMC channels must include:
  - (1) The type of channel service required.
    - (a) Frequency or requirements channel.
    - (b) Passenger, cargo, or mixed passenger and cargo.
  - (2) The required OCONUS destination. Include recommended POD and origin country and/or POE, en route stops or combinations with other channels, and any known HN restrictions at destination, e.g., no arrivals or departures permitted on certain days/hours.
  - (3) The reason why AMC service is required, or why existing channel or commercial service will not satisfy the requirement (for changes, the reason why existing channel service requires change).
  - (4) Estimated monthly movement requirements (number of DOD-sponsored passengers and/or tons of cargo).
  - (5) For frequency channels, the desired frequency, e.g., weekly, biweekly, twice a month, monthly.
  - (6) The required date to start or change service.
  - (7) The Unified Theater CDR's responsibilities.
    - (a) The originator of the request (normally an OCONUS theater CDR) will send the request to USTRANSCOM SCOTT AFB IL//TCJ5//. Information copies will be sent to HQ AMC TACC SCOTT AFB IL//XOG//, the HQ of the Service(s) primarily affected by the new or changed channel, and if applicable, other affected DOD Agencies, e.g., DLA for cargo channels.
    - (b) If a channel request originates below the OCONUS theater CDR level, it will be sent to the theater CDR before being routed to USTRANSCOM, AMC, and

Services HQs. The theater CDR will ensure prior coordination with other DOD component users of the channel. Except in contingency situations, if USTRANSCOM receives a new channel request, or a request to change existing channels from other than the OCONUS theater CDR, the request will be returned to the theater CDR for validation before further action.

- (c) A theater CDR who validates a channel must propose a Service or its OCONUS Component as co-validator.
  - 1 For a requirements channel, the co-validator is the Service or other DOD component with primary interest in the operation of that channel.
  - 2 For frequency channels, USTRANSCOM will ensure that:
    - a New channels are formally coordinated with the co-validator—the Service or its OCONUS Component who is identified or proposed as the validator (bill-payer) for the channel.
    - b Any changes to existing channels are formally coordinated with the co-validator.
  - 3 For requirements channels, cargo and passenger, USTRANSCOM will ensure that channel changes are formally coordinated with all Services with a significant presence in the OCONUS command or area affected, even if the Service is not the dominant user or the channel co-validator.
  - 4 For all channels, the AMC assessment/estimate will include:
    - a The proposed operating concept.
    - b The adequacy of support resources at the proposed POE and POD.
    - c Diplomatic, political, and country clearance considerations.
    - d The impact on the existing AMC channel structure.
    - e The impact on the TWCF, to include cost-to-revenue expectations based on forecasted movements and comments relating to the TWCF deficit when aircraft weight goal standards are not obtained.
  - 5 For frequency channels, HQ AMC TACC/XOGD and HQ AMC/FMBT will jointly provide both the theater CDR and the co-validator an initial estimate of potential underutilization costs.
    - a AMC will usually provide the estimate within 30 days of the theater CDR's request.
    - b The estimate will be based on the movement requirement in the channel request compared to the estimated cost of operating that channel.
    - c While service may begin before the estimate has been completed, the channel will not be considered as validated until AMC provides both the validator and co-validator with this estimate. AMC should provide proposals for changing the frequency or routing to eliminate or reduce underutilization costs.
  - 6 Actual frequency channel underutilization charges are billed monthly after the beginning of the fiscal year (FY), or the beginning of new service. Therefore, particularly in the case of new channels, USTRANSCOM will ensure that AMC notifies, in a timely manner, the theater CDR and the co-validator of

significant differences between monthly movements and the request (Y.3.e.(7)(c)6 above) on which the cost estimate was based.

- (8) Co-validator responsibilities:
  - (a) For frequency channels, identify the specific bill-payer for underutilization costs, including the billing address. Notify USTRANSCOM and HQ AMC of any change in bill-payer or billing address. If channel service begins without prior agreement on costs, notify USTRANSCOM and HQ AMC if the cost estimate (Y.3.e.(7)(c)6 above) has not been received within 30 days after service begins.
  - (b) For all channels, review utilization data provided by AMC and propose changes in type or frequency of service.
- (9) Requests to suspend or cancel an AMC channel normally will not require such formal or extensive coordination.
  - (a) At a minimum, the request must originate from the OCONUS theater CDR.
  - (b) If the channel being suspended or canceled is part of an AMC route that serves other channels, e.g., a mission servicing two frequency channels, or both US Central Command (USCENTCOM) and US European Command (USEUCOM) AOR, USTRANSCOM will treat the request as a channel change for the purpose of identifying to the validator and co-validator the potential impact on underutilization costs.
  - (c) In either case, an information copy of the request will be provided to all Service HQs (and DLA for cargo channels).
- (10) Action on channel request: USTRANSCOM will respond to the requesting theater CDR, the co-validator, and all other interested parties (Service HQ, other affected CDRs, DLA, other DOD agencies), indicating approval, disapproval, or modification of the channel request. If the request is approved, or modified, the USTRANSCOM response will include:
  - (a) TWCF cost-to-revenue expectations.
  - (b) Proposed alternatives, with rationale.
  - (c) Instruction to HQ AMC TACC/XOG to take appropriate action to start/change channel operation and make appropriate publication changes.
- f. Channel Management. USTRANSCOM and AMC play an important role in channel management. Required actions include:
  - (1) Upon approval of a channel, HQ AMC/FMBT will provide proposed tariff rates to HQ AMC TACC/XOGD who will then forward to USTRANSCOM/TCJ8 for subsequent submission to the Office of the Under Secretary of Defense, Comptroller, for approval.
  - (2) The AMC sequence listing will be prepared by HQ AMC TACC/XOGD not later than 10 October. A copy of the listing can be obtained at <https://tacc.scott.af.mil/Directorates/xog/docs/sequence.pdf>, with updates posted. Contact phone is DSN: 779-2865, FAX: 779-0157, or Commercial: 618 229-2865. The AMC sequence listing will contain, as a minimum, the information below:
    - (a) Channel code.
    - (b) Channel name (including identification of APOE and APOD).



- (c) Type of traffic authorized for movement over the channels (i.e., cargo, passenger, and/or aeromedical evacuation (AIREVAC) patient).
  - (d) Tariff rates (for estimates only).
  - (e) Indication of type of channel, frequency or requirements, and frequency of service if a frequency channel.
  - (f) Identification of the Service or theater validator of the channel.
- (3) HQ AMC TACC/XOG will provide periodic reports (minimum quarterly) summarizing passenger and cargo utilization. HQ AMC/FMB will report the cost-to-revenue (by channel) information to USTRANSCOM and channel validators. HQ AMC TACC/XOG will review all channels annually and advise USTRANSCOM of those that have not had significant movement for six consecutive months. HQ AMC TACC/XOG will identify those frequency channels that do not meet allowable cabin load (ACL) utilization standards and report findings to USTRANSCOM/TCJ3-ODJ. USTRANSCOM will use channel utilization and cost-to-revenue information, along with costs associated with contract cancellations and mission cancellations, to coordinate with the appropriate DOD Components regarding the continued need for service on inefficient channels.
- (4) The Denton Amendment Humanitarian Program allows the DOD to provide space-available transportation of humanitarian cargo at little or no cost to the donor. The donor must demonstrate that there is a legitimate humanitarian need for the supplies by the people for whom they are intended, that the supplies will in fact be used for humanitarian purposes, and that the beneficiaries are capable of using the donated materiel safely. The minimum load requirement is 2000 lbs. (See this Regulation, Part III, Appendix X, Movement of Humanitarian Assistance (HA) Supplies.)
- (5) At the aerial port/terminal, AMC port personnel will take the following actions when processing Government Purchase Card (GPC) and Direct Vendor Delivery (DVD) purchase shipments for airlift:
- (a) Receive and inspect the shipment from the commercial carrier.
  - (b) Frustrate the shipment to the Customer Service Branch (CSB) if the cargo is improperly documented or packaged and research to correct discrepancies.
  - (c) Process the shipment using automated systems if prepared and documented correctly or when discrepancies are resolved.
  - (d) If a shipment cannot be prepared or arranged for preparation by the shipper for airlift, divert it to surface movement.

NOTE: It is not the responsibility of the aerial port/terminal to correct shipments. Ports and terminals will assist whenever possible to fix documentation related problems. Aerial ports and terminals are not responsible for making corrections to HAZMAT that are not prepared or packaged for air movement.

4. Government-wide Purchase Card Shippers (Air Force). Refer to Air Force Instruction (AFI) 64-117, Government-wide Purchase Card Program, and AFI 24-201, Cargo Movement, for policy and procedures on OCONUS Government Purchase Card shipments. Cardholders and shippers may access the following web site for specific instructions to use when purchase card shipments will move in the DTS. <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/LG/LSO/lot/info/purchase.doc>.



## **Z. JMTCA**

1. The CDR, HQ US Army Joint Munitions Command (JMC), will establish and operate a JMTCA that will:
  - a. Develop procedures to receive airlift and sealift export requirements. This includes munitions under the Single Manager for Conventional Ammunition (SMCA) and DOD Component-unique munitions or non-SMCA munitions.
  - b. Plan vessel load requirements in conformance with the scheduled ocean vessel load(s).
  - c. Provide DOD Component National Inventory Control Point (NICPs) and TOs with in transit data and maintain control of munitions.
  - d. Coordinate with DOD Component NICPs and TOs any required actions that may affect implementation of previously coordinated or future shipment schedules.
  - e. Coordinate with DCMA Director, and NICPs regarding implementation of procedures for shipments from production sources under the authority of DCMA.
  - f. Receive annual forecasts of export (both CONUS and OCONUS) munitions requirements. Request detailed movement data from each Service twice a year.
  - g. Monitor the output of all production and storage sites and report any changes that will affect shipment planning to the appropriate NICP.
  - h. Receive all munitions shipment requirements to include ATCMD/TCMD data for airlift movement and requests for theater munitions clearance and for APOE/D munitions clearances. TOs will submit ATCMDs to the ACA and to the JMTCA by FAX at DSN: 793 6811/4713 or Commercial: 309 782 6811/4713 or at the Web site: <http://www.osc.army.mil/rs/rst/index.htm>. The JMTCA will work with the ACA to obtain airlift and APOE clearance for the TO including making special arrangements. The JMTCA will assist with obtaining theater clearances from the theater unified command for HN and consignee OCONUS storage location clearances and with AMC for POD clearance to preclude HN import violation.
  - i. Consolidate munitions requirements into shipload quantities and prepare ETRR for submission to MTMC using the Fast Release for Ammunition System. DOD Component NICPs and TOs will be information addressees on such submissions.
  - j. Inform the MTMC Operations Center of the desired on-berth date.
  - k. Establish, in conjunction with the MTMC Operations Center and TOs, a schedule for each approved shipment requirements plan. Develop and coordinate the munitions port delivery date. Provide the schedule to the MTMC Operations Center, ports, TOs, and DOD Component NICPs.
  - l. Monitor all shipments until lifted aboard vessel. Advise NICPs, TOs/receivers, and requisitioners of changes to ship planning messages. Prepare a final Report of Shipment (REPSHIP) message (see Figure 204-7 and Figure 204-8) that informs all addressees of munitions loaded onto the ocean vessel.
  - m. Annually, provide the MTMC Operations Center with combined DOD Component's forecasts of all DOD munitions shipment requirements.
  - n. Advise NICPs and TOs when economical sealift is unavailable for particular shipment requirements.

- o. Obtain APOE clearance, e.g., identify space for in transit storage for all export air munitions shipments.
- 2. The DOD Component/NICP will:
  - a. Identify export shipment requirements and forward them to the JMTCA for ocean vessel consolidation.
  - b. Provide TO(s), commercial carrier(s), and/or SPOEs with any technical information concerning the transportability requirements of munitions managed by the respective NICP.
  - c. Include the JMTCA as an information addressee on all export REPSHIPS.
  - d. Advise the JMTCA of a delayed export shipment.
  - e. When required by the DOD Components, submit export shipment request to the JMTCA for shipment planning actions.
  - f. Provide FMS notice of availability (NOA) to the freight forwarder and to the JMTCA.
  - g. Provide yearly forecasts of munitions requirements and semi-annual updates to the JMTCA.
  - h. Monitor shipments until lifted aboard vessel.

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